



Board Meeting Minutes
 High Desert Montessori, Redmond OR
 March 13th, 2017

I.	Call to Order	18:07 by Shelly Phillips	
II.	OPEN FORUM		
III.	Attending	Shelly Phillips Pascaline Klein-Ocana Sarah Cox	Tim Pieters Julia Sutter Courtney Reeves
	Absent	Rose Archer	
	Also Present	Heather (Primary guide) Cece Bangerter (Primary guide) Sam (Middle school science teacher)	Jodie (Primary & Lower El. guide) Emily (Primary guide)
IV.	Action Items 2017.03.13.01 2017.03.13.02 2017.03.13.03 2017.03.13.04 2017.03.13.05	<p>A. Approval of Minutes from February 2017 meeting Julia made a motion to approve minutes from February 2017 board meeting. Courtney seconded. Vote: Unanimous approval.</p> <p>B. Approval of reimbursement for Jenn Limoges for the \$185 fee she paid to get our SDCs estimated. Pascaline made a motion to reimbursing Jenn Limoges for the \$185 fee she paid to get our SDCs estimated. Sarah seconded. Vote: Unanimous approval.</p> <p>C. Approval of setting up ACH. Julia made a motion to approve setting up ACH for a \$100 set-up fee and \$0.75/transaction. Pascaline seconded. Vote: Unanimous approval.</p> <p>D. Approval of the resolution for \$30,000 loan from Debbie Buccola. Julia made a motion to approve borrowing \$30,000 from Debbie Buccola. Sarah seconded. Vote: Unanimous approval. [Courtney abstained due to a potential conflict of interest].</p> <p>E. Approval of the expense of \$460 for postage to send the brochure to low income families in Bend. Sarah made a motion to approve spending \$460 on stamps to send the brochure to low income families in Bend. Courtney seconded. Vote: Unanimous approval.</p>	
V.	Business	<p>A. Resignation from Board members - Casey Davis & Tim Pieters Due to time and family constraints. Both members have agreed to remove their child(ren) from the lottery.</p> <p>B. Discuss contracting with High Desert ESD for accounting/book keeping service Advantage: they already work with other charter schools in Central Oregon. Julia explains they would handle bookkeeping, accounting and budget preparation. Another firm, we would hire, would work on our annual audit and taxes. Members agree that High Desert ESD may not be the best candidate, due to their less-than competitive rates. Account set up: \$40,000 + \$50,000/year for services</p>	

		<p>using “Infinite vision” software. Members propose that we would handle most of bookkeeping “in-house” and hire an accountant for payroll purposes. Courtney will contact ADP for additional research and pricing.</p> <p>C. Committee Updates:</p> <p>a. Hiring. No resumes of Elementary trained, state-licensed teachers have been received yet. [Melissa is looking] Committee received a lot of Primary resumes and applicants with administrative experience.</p> <p>b. Facilities. LOI was sent to owners of 510 NE 3rd st. The owner of Plan B is willing to offer an escalating lease.</p> <p>c. Grants. Julia will prepare a vote action item to approve spending ODE Planning grant moneys as soon as they become available. [Potential out-of-meeting vote] We have already received 2 denials from grants written by Shirley. Julia will contact the other foundations to confirm receipt. Julia will contact Bill to get an introduction to Peter Landsbergen for a private loan of \$25,000 at 2% interest, repaid in one year and the Anjulia Foundation for private loan or donation (\$40,000). We need new committee members with grant writing experience.</p> <p>d. Fundraising. Rose discusses the need for a capital campaign as soon as possible, as well as the need to move forward with a marketing/fundraising video.</p> <p>e. Marketing. Committee needs help. Jodie will help distribute brochures around town.</p> <p>f. Finance. Balances - Bank of the Cascades: \$2,134 - Onpoint: \$240 - Paypal: \$45 - Anjulia: \$12,000</p>
	Announcements	<p>A. Important Dates- Equity Training April 13-14 B. Board meeting, April 10th, 2017 - Remax Building, Bend, 6:00-8:00 PM.</p>
VII.	Adjourned	Time: 20:12 by Shelly Phillips

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 April 10th, 2017.