



**Board Meeting Minutes**  
 DSM School, Bend OR  
 June 12<sup>th</sup>, 2017

I.	<b>Call to Order</b>	6:02pm by Shelly Phillips	
II.	<b>OPEN FORUM</b>	A few potential parents are in assistance. Q&A session pushed to the end of meeting.	
III.	<b>Attending</b>	Shelly Phillips Pascaline Klein-Ocana Shauna Michaels	Rose Archer Courtney Reeves Julia Sutter Tia Hanson
	<b>Absent</b>	N/A	
	<b>Also Present</b>	Jodie Borgia	A few potential parents are in assistance
IV.	<p>Action Items  <b>2017.06.10.01</b></p> <p><b>2017.06.10.02</b></p> <p><b>2017.65.10.03</b></p> <p><b>2017.06.10.04</b></p> <p><b>2017.06.10.05</b></p> <p><b>2017.06.10.06</b></p>	<p><b>A. Approval of Minutes from May 2017 meeting</b>          Vote: Unanimous approval from board.</p> <p><b>B. Vote for Tia Hanson to join the Board</b>          Pascaline made a motion for Tia Hanson to join the board.          Rose seconded.          Vote: Unanimous approval.</p> <p><b>C. Vote for Shauna Michaels to join the Board</b>          Courtney made a motion to vote Shauna onto the board          Rose seconded          Vote: Unanimous approval.</p> <p><b>D. Vote for Rose Archer to become Treasure of the Board.</b>          Courtney made a motion to vote Rose as Treasure of the Board.          Pascaline seconded.          Vote: Unanimous approval.</p> <p><b>E. Vote to hire Julia for 1099 office manager position</b>          Pascaline Motions to Hire Julia Sutter for 1099 Office Positon          Rose Seconds          Vote unanimous approval.</p> <p><b>F. Vote to hold a booth at the Summer Festival</b>          Courtney motions to hold a booth at the summer Festival          Rose Seconds          Vote: Unanimous approval</p>	

<p><b>2017.06.10.07</b></p>	<p>G. Vote to Hire Jared Michaels for IT Contract Tia motions to hire Jared Micheals for IT services Rose Seconds Shauna abstains</p>
<p><b>2017.06.10.08</b></p>	<p><b>H. Vote to hire Holly Roberson for Marketing support Contract through August 2017</b> Rose Motions to hire Holly Roberson for Marketing Courtney seconds Vote: Unanimous approval</p>
<p><b>2017.06.10.09</b></p>	<p><b>I. Vote on Jodie Borgias 1099 contract to be her negotiated contract salary amount for the 2017/2018 school year.</b> Rose motions to approve Jodie’s contracted rate Courtney Seconds Vote: Unanimous approval</p>
<p><b>2017.10.06.10</b></p>	<p><b>J. Vote to give Jodie authority to make purchases up to \$500.00</b> Tia motions to give Jodie authority to make purchases up to \$500.00 Pascaline Seconds Vote: Unanimous approval</p>
<p><b>2017.06.10.11</b></p>	<p><b>K. Vote to hire Terry Fournier as our general contractor for improvements to the facility</b> Pascaline motions to hire Terry Fournier as general contractor Tia Seconds Vote: Unanimous approval</p>
<p><b>2017.06.10.12</b></p>	<p><b>L. Vote to give Julia Sutter authority to decide on which fencing company to go with after getting two additional quotes.</b> Courtney motions to give Julia authority to hire fencing company Rose Seconds Vote: Unanimous approval</p>
<p><b>2017.06.10.13</b></p>	<p><b>M. Vote to hire ADP as payroll</b> Shauna Motions to hire ADP Tia Seconds Vote: unanimous approval</p>
<p><b>2017.06.10.14</b></p>	<p><b>N. Vote Shauna Michaels as Secretary of the Board</b> Pascaline motions for Shauna as Secretary of the Board Tia seconds Vote: Shauna abstains</p>
<p><b>2017.06.10.14</b></p>	<p><b>O. Vote to extend Jodie Borgia’s 1099 contract to cover the period of June 26<sup>th</sup>-August 15<sup>th</sup>.</b></p>

2017.06.10.15	<p>Tia motions to extend Jodies contract  Pascaline seconds  Vote: unanimous approval</p>
2017.06.10.16	<p><b>P. Vote to give Julia Sutter authority to pay all outstanding bills and reoccurring bills</b>  Rose motions to approve Julia Sutter authority to pay all bills  Courtney seconds  Vote: unanimous approval</p>
2017.06.10.17	<p><b>Q. Vote to hire Watchdog security to install upgraded fire alarm system</b>  Shauna motions to approve hiring Watchdog Security for fire alarm system  Courtney Seconds  Vote: Unanimous approval</p>
2017.06.10.18	<p><b>R. Vote to pay BLRB Architects to complete E Occupancy Revision</b>  Shauna motions to pay BLRB Architects to complete E occupancy Revision  Courtney seconds  Vote: unanimous approval</p>
2017.06.10.19	<p><b>S. Vote to give Shelly Phillips authority to pay any city permits required for E occupancy</b>  Rose motions to give Shelly authority to pay any city permits for E occupancy  Pascaline Seconds  Vote: unanimous approval</p> <p><b>T. Vote to add Jodie Borgia and Rose Archer as signers on all OnPoint accounts</b>  Tia Motions to approve Jodie and Rose as signers on OnPoint Accounts.  Pascaline seconds  Vote: Rose Abstains</p>
2017.06.10.20	<p><b>U. Vote to approve before/afterschool care pricing</b>  Vote: Table this vote</p> <p><b>V. Vote to apply at OnPoint for a secured Visa Card</b>  Courtney motions to approve to apply for a secured Visa at OnPoint Credit Union  Tia Seconds  Vote: Unanimous approved</p>

<p><b>2017.06.10.21</b></p>	<p><b>W. Vote to hire Heather Philips as a 1099 contract position for Summer 2017 for admirative support and to set up classrooms.</b></p>
<p><b>2017.06.10.22</b></p>	<p>Pascaline motions to vote to hire Heather Philips Tia seconds Vote: Unanimous approval</p>
<p><b>2017.06.10.23</b></p>	<p><b>X. Vote to give Julia Sutter authority to purchase an accounting software program</b> Tia motions to approve Julia Sutter to purchase an accounting software program Rose Seconds Vote: Unanimous approval</p>
<p><b>2017.06.10.24</b></p>	

**Business**

**A. Update on Hiring :**

Contracts have been signed for Jodie Borgia (Head of schools), Three head teachers (Kinder, K-1 and 1 lower elementary) and three assistant teachers. We are still working on Pascaline's contract, the fulltime office manager contract and recruiting one more lower elementary head teacher. Julia Sutter to be hired for 1099 contract position as interim office manager for June through Mid August  
Pascaline Ocana to be hired as before care/elementary assistant/administrative support.  
Staff Handbook is being finalized  
Payroll will begin August 15<sup>th</sup>.  
Discuss janitorial and after school care and whether budgets will allow us to hire or if we need to recruit volunteers.

**B. Update on Facilities**

Fencing will be installed Early July at earliest  
Bid for Terry is for removal of counters, removing counter in back room, install handles and locks on office doors.  
We need to ask for help removing the back cement blocks  
Fire Alarm update is scheduled for June 25<sup>th</sup> 26<sup>th</sup>  
Jodie will look into spongy flooring for play area  
Rose will contact Sherry Newcomes husband to plan and help build planter boxes  
Jodie has policies from Bend La Pine schools for security and will help make them site specific  
Internet and phone updates: Bend broadband installed

**C. Update on Grants committee**

We have ordered and gotten some of the materials for one lower and one primary class.  
We have paid the attorney and architect bills fire alarm, city inspection fees. All bills are current  
Courtney's mom is sending the last 10,000 of the loan  
Planning grant is going to be finalized next month  
We received a \$5000.00 grant from Shirley and will be using it toward the fire alarm upgrade

**D. Update on Fundraising**

Rochambeau tournament update: July 30<sup>th</sup>, at 1 PM. Atlas Cider.  
We have hit the 4,000 dollar monetary goal of the tournament

**E. Update on Marketing**

Tia and Shelly went door to door to get more under served children. They will be doing more events geared toward Spanish speaking families with translators available.

**F. Update on Finances**

Julia will hand over finances to Rose.

**G. Board Affairs:**

Need to finalize and organize background checks on new board members and PTO parents.

	<b>Announcements</b>	<p>A. Board meeting, August 12<sup>th</sup>, 2017 –6:00-8:00 PM</p> <p>B. Summer Festival July 7<sup>th</sup>-9<sup>th</sup></p> <p>C. Rochambeau tournament, July 30<sup>th</sup>, 2017 – 1 PM, Atlas Cider, Bend</p>
VII.	<b>Adjourned</b>	Time: 8:07pm 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 10 July 2017.

x 

Shauna Michaels  
Secretary of the Board