

**Board Meeting Minutes**  
**ReMax Old Mill Conference Room, Bend, OR**  
**December 12, 2016**



- I. Call to Order** 18:02 by Shelly Phillips
- II. Open Forum** No New Visitors in attendance
- III. Attending** Shelly Phillips, Pascaline Klein-Ocana, Julia Sutter, Rose Archer, Jeff Menzel, Casey Davis, Courtney Reeves, Melissa Harbert, Sarah Cox

**Absent** Tim Pieters  
**Also Present** Kimberley Stroup

- IV. Action Items** No items were voted on during this meeting.

**V. Business**

• **Update from Facilities Committee**

Shelly, Rose, Bill (architect) and Melissa toured the available space at First Presbyterian Church with Janet Pearson, a church employee. Group expressed optimism that the space could work for the school during the first 3 years with some structural modifications. Janet suggested that the group meet with the pastor before the monthly elder meeting (the 3rd Thursday of each month). Proposal due by Jan. 19.

Suggested tenant improvements:

- 1) construct adult bathrooms downstairs.
- 2) improve a large unfinished area currently hidden behind drywall that would make one of the classrooms larger.

The group discussed negotiating rent reduction in exchange for tenant improvements. This discussion led to a conclusion that utilizing Debbie Buccola's land was too time and cost intensive for the school to pursue during its first three years.

• **Update from Grant Committee (Julia)**

Uncertainty over location was leading to confusion about financial requests to include in grant budgets. Melissa stated that it is unwise to ask for more than you need and give back funds that went unused. Tarnishes reputation with closeknit group of foundations that offer grants.

**Planning and Implementation Grants.** Group decided not to pay Shirley to write for sponsorships. Some were concerned with having corporate exposure in a school setting. The group decided that the implementation grant could wait and doesn't need to happen so quickly.

**Anjulia Grant (Hayden Homes)**

Jeff said that this most likely would be granted before the end of the year and that the First Story Board was meeting this week and this should be on the agenda.

**Hiring Committee Identified (Melissa, Jessica, Lisa, Annika & Shelly)**

Need to meet and identify next steps

**Board Affairs:**

- Include a vote for lottery waiver for board member children with ODE at next board meeting
- Melissa and Bill to work on Church Proposal

**V. Business, cont.**

- Courtney to ask Debbie about a "bridge loan" for \$20,000 until private sector grants come in to alleviate current cash flow situation. Debbie to potentially attend January Board Meeting.

**VI. Announcements**

Next Board Meeting: Tuesday, Jan 10 in Redmond.

**VII. Adjourned**

20:15 by Shelly Phillips

*Casey Davis 1/10/17*

**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].