



*Heartwood Montessori School - Northeast seeks to provide a nurturing and inclusive Montessori learning environment that allows for each child to follow their own journey of self-discovery and to take their place in the world as inquisitive, engaged, joyful, and empathetic community members.*

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## **BOARD MEETING AGENDA**

September 16, 2020

Attending: AJ Niehus, Melissa Olson, Caitlin Hargarten, Emily Leutgeb, Kate Murray, Corinne Ivanca, Sarah Walbridge, Amy Tweet

### **Consent Agenda (7:00-7:05 p.m.)**

Approve last meeting's minutes [HERE](#) - **Melissa moves to approve, AJ seconds, approved 7:08**

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### **Committee Updates (7:05-7:25)**

- **Executive Committee (Corinne/Melissa)**
  - Parent Orientation and newsletter greeting on 9/1
  - Board opt-in packet (agenda and public minutes; zoom link on board agenda and available upon request)
  - Recommend Heartwood purchase a Zoom account
    - **AJ/Melissa will purchase an account, to be tied to the board email address**
- **Community Engagement Committee (Caitlin, Melissa & Amy)**
  - Website and Parent Calendar updated and in review (more eyes are welcome!). Bios in progress (Kristi / Asha / Alondra).
  - Parent volunteer responses from orientation: **Responses // Spreadsheet**
  - Park Playdates by pod led by returning parents.
    - **Caitlin organized a pod playdate for her room**
    - **Ashley and Paula have been recruited as community engagement pod ambassadors for the other two classrooms**
  - Complimentary coffee gift cards and welcome notes mailed for first day, courtesy of Ashley & Ahmed (Sami's parents)
  - Next meeting date TBD
- **Toddler Environment Committee (Corinne)**
  - No updates
- **Building & Grounds Committee (Stephanie)**
  - No updates
- **Engaging this year's parents in our committees**

- **Community Engagement:** Please reach out to families who have expressed interest and set up a committee meeting in October (highlighted yellow on spreadsheet)
  - **Board of Directors Interest:** Melissa will reach out personally to offer to meet with parents who have expressed interest, offer to meet for coffee, WebEx or phone call (highlighted green)
  - **Building & Grounds:** Several parents expressed a willingness to help with materials making, building and grounds as needed
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### Director's Update (7:20-7:45)

- Current Operations
    - Current program and enrollment:
      - Half Day: 5
      - School Day: 13
      - All Day: 10
    - Status of Peacetime Emergency Child Care (PECC) Grants.
      - *Awarded \$8,500 per month for August, September and October*
  - Staffing Update
    - Director: Emily
    - Lead Guides: Julia Carlson, Katie Graves, Erica Mellum
    - Assistants: Asha Yousuf, Alondra Zavala Ruiz, Katy Hays
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### Board Membership tasks / Monthly Task List Items related to our strategic goals

#### Board Monthly Task List, [Board Guiding Document](#) (7:45-8:30)

- Participation in Give to the Max (campaign planning) **Thursday November 19**
  - Possible causes: Internet/tech updates, staff anti-bias training & resources, board training. This would be an appropriate year for fundraising just for operating costs as well, as these have gone up too.
  - Will include some messaging in October newsletter - save the date, if anyone knows sources for matching funds, etc.
  - AJ and Caitlin will put together an email list for Give To The Max reminders
  - Caitlin will talk to Ashley about helping support social media
- Annual Report: Virtual ad hoc board committee for annual report: [Draft Here](#) - Content for report needs to be finalized.
  - Should be done before Give To The Max. Melissa and AJ will work on this
- Grant discussion (AJ)
  - A parent has offered to review grant proposals.
- Parent Community Insights & family directory: (Did you know we have a real live farmer in the community this year?!) [HERE](#) is a link to the doc; proposal to send out a new

google form on behalf of the board so the directory admin work is done. Draft of the form. Is there an all family email / newsletter going out soon this could be included in?

- Emily is working on using an app called Transparent Classroom to develop a community tool and family directory. Plans are to roll out this tool to Heartwood families in October.
  - Operational item: Bank transfer - Any changes need to be approved by a simple majority. Two board members and Emily must be present to make such changes. AJ has three suggestions: Leave as is, add Melissa and remove AJ, or add Kate and Melissa and remove Corinne and AJ. **AJ moves to add Melissa and Kate to Heartwood bank account and remove AJ and Corinne. Melissa seconds, motion passes 8:13.**
  - Working Meeting - need to review bylaws and recommend changes.
    - AJ recommends bylaw change so either president or vice president is always on the account
    - Will cancel November 18 board meeting and will instead have the working meeting for reviewing bylaws and reviewing guiding documents. Scheduled for Tuesday November 17, at 6:30pm.
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#### **Open table:**

- School photos - no current plans for school photos. Kate will send Emily some guidance around school photoshoots and Emily can reach out to last year's photographer.

#### **Adjourn**