



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.

BOARD MEETING AGENDA

December 16, 2020

Attending: Melissa Olson, Emily Leutgeb, Corinne Ivanca, Kristi Curme, AJ Niehaus, Stephanie Malone, Keith Johns, Caitlin Rae Hargarten, AmberJean Hegge Van Art, Jessamay Pesek, Sarah Walbridge-Jones

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

Approve last meeting's minutes [HERE](#) - (November working meeting)

Approve [public meeting minutes from October](#) for posting on the website

- **Motion to approve consent agenda passes 19:07**
 - **Going forward, the names of nominators of motions will be removed from the public meeting minutes**
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Norms & Check-In (7:05-7:15)

- Camera on at start to say hello and check in and then turn off as needed
- Use your voice to vote since it can be difficult for viewers to toggle back and forth
- Use chat to notify group if you need to leave meeting temporarily
- When engaged in discussion, have camera on if possible for others to also have visual cues
- Review agenda prior to meeting for efficiency purposes

Check-in: What's something you will do this winter to continue getting through our pandemic world; or what is a habit or tradition you have picked up as a result of the pandemic?

Committee Updates (7:15-7:30)

- **Treasurer's update / Finance Committee**
 - Current Account Status
 - AmberJean joining Finance committee
 - Working on getting financials for annual report to Caitlin & Melissa
 - **Working to lay groundwork for having an actual annual report, but a few roadblocks this year (COVID-19, treasurer lapse, etc) will necessitate this report being more of a biannual report.**
 - Look for proposed budget prior to next meeting
 - Items in proposed budget will include some recommendations pending a recommendation from the Board

- **Executive Committee (Corinne/Melissa)**
 - [Newsletter greeting on 12/1](#)
 - Determined after researching it, posting public minutes occurs following month being approved via consent agenda
 - **Community Engagement Committee (Caitlin, Melissa & Amy)**
 - Send out parent poll? **Caitlin will reach out to the committee after the holidays.**
 - **Toddler Environment Committee (Corinne)**
 - No updates
 - **Building & Grounds Committee (Stephanie)**
 - Jim (from St. Cyril) is reaching out to a contractor to look into installing security doors in case Exploration HS opens next fall
 - **Emily will follow up to get information on Exploration HS has applied for zoning, etc.**
 - To put on our radar: If we really want to add a toddler environment and with Exploration HS possibly open, we may want to consider looking at other spaces
 - **Corinne (and Keith) and Kristi will start working on Toddler Environment information to present to the board.**
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Director's Update (7:30-7:45)

- Current Operations
 - Current program and enrollment:
 - Half Day: 6
 - School Day: 14
 - All Day: 14
 - **Heartwood is one of only three Montessori preschools that has not had a positive COVID case. Emily will continue utilizing the pod structure in place for as long as the budget will support that structure.**
 - Status of Peacetime Emergency Child Care (PECC) Grants.
 - **December PECC Grant: \$3825**
 - **Unlikely to have future grants available, state money has run out**
 - HRA Renewal: Determined to renew our current plan and reassess in the spring
 - We don't want to have a gap in offering benefits
 - Would like to offer more and can potentially do so when our financial situation is more clear
 - Emily will take care of renewal
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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

- Emily will be sending donor receipts & [letter](#)
 - Final Stats and how to run the GTM Day campaign document
 - Treasurer & Director will be working on proposed budget for January and then we will revisit tuition and enrollment policies
 - Consideration for a different tuition contract
 - Fiscal year runs September-August. Starts with January proposal, when Board sets tuition and enrollment policy. Employment contracts are negotiated starting in February. Revised budget is submitted in June, once there is more concrete data about enrollment and staffing, and final budget is passed at the October meeting.
 - Emily is considering revising enrollment and staffing contracts to run for 12 months and adopting a full-year school calendar.
 - Anti-racist/anti-bias work
 - [Embracing Equity](#) (Emily joining cohort); will be addressing at a future meeting about how the Board might support this financially
 - Organization does an initial assessment and offers ongoing assessment and resources to develop equity policies and procedures.
 - Need someone from the Board to do some research on opportunities to engage in this work for our Board and any associated costs for upcoming budget
 - Caitlin, AJ, and Jessamay have expressed interest in engaging this work. Melissa will follow up with email
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Open table:

- Amy will be resigning from the Heartwood board.
- Motion to approve \$500 for professional services passes 20:55

Adjourn - 20:58