



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

October 21, 2020

Attending: Keith Johns, Emily, Melissa, Amy, AJ, Caitlin, Kate, Corinne, Kristi, Stephanie, Amber Jean Van Art

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

Approve last meeting's minutes [HERE](#) - motion passes 7:14 pm.

Norms (7:00-7:15)

- What norms do we need to carry over from our in-person meetings
- Zoom (link, etc.)
- Notes from Emily's other Board:
 - Open w/ light check in question to engage participants
 - Video for the check in would be appreciated, even if video isn't used the whole time
 - Ground Rules - Develop & Set collaboratively
 - What does engagement look/sound like in virtual meetings?
 - What helps you feel safe & secure?
 - Use of chat
 - Use visual cues to know to what degree to ask for audible cues
 - "Be respectful enough to show your face, Be present."
 - Filter questions through - make as many decisions before meeting as possible
 - Time keeping

Committee Updates (7:15-7:30)

- Treasurer's update / Finance Committee
- Executive Committee (Corinne/Melissa)
 - [Newsletter greeting on 10/1](#)
 - Public minutes now posted on website (removed financials/PDF version)
 - Public minutes and board meeting minutes will both be included for approval in the following month's consent agenda. Public minutes will be published after board approval so there will be a one month lag going forward.

- Two parents interested in learning more about Board
 - **Community Engagement Committee (Caitlin, Melissa & Amy)**
 - Website & Parent Calendar have been updated. (Editing eyes always welcome!) Meeting minutes are now posted on the website, still need bio from (Alondra).
 - Parent volunteer responses from orientation: [Responses](#) // [Spreadsheet](#)
 - Park Playdates by pod led by returning parents have been very successful!
 - Meeting with parents interested in community engagement on October 25
 - **Toddler Environment Committee (Corinne)**
 - Will ask in next newsletter for parents interested in joining committee
 - Keith and Corinne will work through building code to determine the plausibility of having a toddler room in our current location
 - Several parents are interested in working towards a toddler room
 - **Building & Grounds Committee (Stephanie)**
 - No updates
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Director's Update (7:30-7:40)

- Current Operations
 - Current program and enrollment:
 - Half Day: 6
 - School Day: 14
 - All Day: 11
 - Status of Peacetime Emergency Child Care (PECC) Grants.
 - Awarded \$8,500 per month for October through December
 - Grant awards for October-December will be announced tomorrow
 - HRA Renewal
 - No COVID at Heartwood yet!
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Board Membership tasks / Monthly Task List Items related to our strategic goals

[Board Monthly Task List](#), [Board Guiding Document](#) (7:40-8:45)

- Participation in Give to the Max (campaign planning) (November 19)
 - Board discussion: Establishing a matching pot among our board members' contributions
 - AJ will collect information from Board members to put into a matching fund. Deadline for providing to AJ is Nov 1, she will communicate board matching fund info throughout the campaign.
 - Board responsibility: Share an opportunity for matching with your extended family or friends or pass the campaign info onto them
 - [Draft & schedule for email blasts](#) (work in progress)
 - [Document for future GTTM Day](#) (work in progress)

- Annual Report: [Draft Here](#) - Would like to send to Paula (parent) for review; needs a graph of our financials and some photos/reformatting
 - Emily and Melissa will collect financials, Caitlin will develop infographics and photos.
 - [List of Examples](#)
 - **Approve [final budget](#) - Motion to approve budget passes 8:49**
 - HRA Renewal and Discussion of Benefits for Staff
 - Melissa has Zoom meeting with Matt Vinez on Thursday at 9:00 AM
 - Emily getting quote/information from MN Council of Nonprofits
 - **Motion to approve renewal of HRA at the current participation level passes 9:02**
 - **Further benefit discussion will be done at the November Working Meeting.**
 - Operational item: Bank transfer - **Kate needs to submit her form, then AJ needs to submit Melissa and Kate's forms to the bank.**
 - November Working Meeting - agenda development
 - Bylaw review
 - Parent poll
 - Guiding document review
 - **Benefits**
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Open table:

- **Interim Treasurer** - Kristi has agreed to fill in as Interim Treasurer. Current Treasurer has not attended the last two meetings and has not responded to any communications from Melissa or Emily
 - **Motion to remove Michelle Gerrity from Treasurer position passes 9:25**
 - **Motion to place Kristi as interim Treasurer until role is filled passes 9:26**

Adjourn - 9:28