



Heartwood Montessori School grows community by empowering children through respect, independence, and discovery.

Zoom Meeting Norms:

- 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

BOARD MEETING AGENDA

February 17, 2021

Attending: Corinne Ivanca, Melissa Olson, Emily Leutgeb, Stephanie Malone, AJ Niehaus, Caitlin Rae Hargarte, Jessamay Pesek, Sarah Walbridge-Jones, Kate Murray, AmberJean, Keith Johns

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

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

Approve [public meeting minutes from](#) January for posting on the website - **Approval of Consent Agenda passes 1904**

Check-In (7:05-7:15)

What is your favorite winter activity?

Open Table (7:15-7:30) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

- Sarah is interested in researching the possibility of Heartwood developing an elementary school program. AJ gave some history on the founding board's look into and how historically, parents were more interested in allocating resources into researching and developing a toddler program. The Charter process takes a long time and has downsides for current preschoolers. Sarah will develop a poll that Emily will include in the March parent newsletter.
- Caitlin and Emily will take on the mailchimp tasks

Committee Updates (7:30-7:45)

- **Treasurer's update / Finance Committee**
 - Current Account Status

- PPP Loan - fully forgiven! **YAY!!**
- **Executive Committee (Corinne/Melissa)**
 - [Newsletter greeting from](#) February
- **Community Engagement Committee (Caitlin, Melissa)**
 - [Parent poll results](#) - Will look into results for strategic planning meeting.
- **Toddler Environment Committee (Corinne)**
 - Committee has increased exponentially!
 - Committee has a lot of pandemic parents. Next meeting is planned for first week of March.
- **Building & Grounds Committee (Stephanie)**
 - No updates
 - Architect hired by St Cyril visited to assess feasibility of installing security doors in the event of Exploration High School moving into the second floor. Emily will find the contact info of the architect so that the board can communicate our needs to him.
 - Keith will research with the city on the status of any conditional use permit issued to Exploration High School

Director's Update (7:45-8:00)

- Current Operations
 - Current program and enrollment:
 - Half Day: 8 currently (starting in March, 10 children)
 - Emily has made an offer to the substitute teacher to become staff to accommodate more enrollment in the half day program, which currently has a short waitlist.
 - School Day: 16
 - All Day: 15
 - Status of Peacetime Emergency Child Care (PECC) Grants.
 - New round;
 - Vaccine update: Decided not to require it but encourage it; Heartwood did get spots in the state lottery for vaccination; some of our staff have received the first round of vaccines
 - Re-enrollment is underway and is looking great so far.

Board Membership tasks / Monthly Task List Items related to our strategic goals

Board Monthly Task List, Board Guiding Document (8:00-8:45)

- Addendum for staff handbook - was shared & reviewed with staff; all signed it
- Addendum to family handbook - will be shared with families within the next month
- Anti-racist/anti-bias work
 - Small committee started doing research on opportunities to engage in this work for our Board; see Emily's article for additional reading

- Caitlin has a link to a training for tomorrow (2/18) morning that she has sent to the board.
 - AJ is running a workshop next week, will send a link to the board.
 - Maternity leave policy - ad hoc committee
 - Options for financial support for maternity leave
 - Any other language related to leaves
 - Reinstate short term disability?
 - Stephanie will research what other preschools or Montessori organizations are doing. AmberJean will look into short term disability insurance.
 - Set date for April strategic planning meeting on April 17 or 24 - Meeting set for April 17, 1-4pm. We will still hold the regular board meeting on April 21 but will work to keep that meeting short.
 - No open house this year
 - Board self-assessment; please complete between now and our March Board meeting
-

Adjourn 2131