



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

Link to [HMS Guiding Document](#)

BOARD MEETING AGENDA

March 17, 2021

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

Consent Agenda (7:00-7:05 p.m.) Consent Agenda approved 1905

Approve last meeting's minutes HERE - (February)

Approve public meeting minutes from February for posting on the website

Check-In (7:05-7:10)

Open Table (7:10-7:25) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

- A Parent Survey was conducted and got a lot of interest from current families on investigating how to charter Heartwood. Next step is to have a few meetings for brainstorming and deliverable development. Two informational sessions for interested parents to attend have been scheduled, on the 4th Saturday of April and of May. Information will be included in Board section of the parent newsletter.

Items for Discussion that are Closed to the Public (7:25-7:50)

- Approve staff contracts for the following year for existing staff (*requires vote*)
 - Director's Contract
 - Director contract finalized and approved by board vote

- Board still has copies of the preliminary work that we had done for posting the position of Director for hiring.
 - Director search committee has been formed, is tasked with reviewing the job posting, and Melissa will post.
- DHS

Committee Updates (7:50-8:10)

- **Treasurer's update / Finance Committee**
 - Current Account Status
- **Executive Committee (Corinne/Melissa)**
 - Newsletter greeting from March
- **Community Engagement Committee (Caitlin, Melissa)**
- **Toddler Environment Committee (Corinne)**
 - Update from the committee
- **Building & Grounds Committee (Stephanie & Keith)**
 - Inquiry with the city and St. Cyril architect
 - Committee has a collection of notes on what would be required of what entities regarding zoning, permitting, etc.
 - The church architect has offered information that the building manager will provide to Exploration High School, but it is on them to follow through.

Director's Update (8:10-8:15)

- Current Operations
 - Current program and enrollment:
 - Half Day: 11
 - School Day: 16
 - All Day: 16
 - Status of Peacetime Emergency Child Care (PECC) Grants.
 - New round; awarded for January and February
 - New round announced through May - details forthcoming
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Board Membership tasks / Monthly Task List Items related to our strategic goals

Board Monthly Task List, Board Guiding Document (8:15-8:45)

- Maternity leave policy- ad hoc committee
 - Options for financial support for maternity leave
 - Any other language related to leaves
 - Stephanie will do some preliminary research on types of leave and costs associated (contingency staffing, short term disability insurance, paid leave, etc.) Staff will be surveyed to better assess their needs and expectations.
- **Board self-assessment**; please complete between now and our April strategic meeting

- Officer nominations
 - School calendar for 2021-2022 - **tabled to next regular meeting**
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Adjourn