



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

BOARD MEETING Minutes

June 16, 2021

Attending: Kate Murray, Corinne Ivanca, Stephanie Malone, Jessamay Pesek, Emily Erickson, AmberJean Hegge, Kristi Curme, Keith Johns

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

Approve last meeting's minutes HERE - (May)

Approve public meeting minutes from May for posting on the website

Approved 7:11

Open Table (7:05-7:20) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

Director Updates (7:20-8:00):

- EIDL - paid back
- Status of summer programming
 - Moved everyone off waitlist and emailed all families (some families thought they were on waitlist but were not). Offered waitlist families (seven) spots. There are at least four more families interested.
 - The assistant we planned to hire decided to take another position. Emily re-opened posting on Indeed (we may still need another person). **Emily E has hired another assistant that will start June 28**
- COVID protocols and communication to families about structure: PODs for summer? **Emily E has created a schedule for PODs, but licensing and other logistical issues have prevented having a POD schedule right now. It would be possible to have two groups in one room, with sanitizing between use, and staggered schedules. Would also need to hire an additional half day assistant.**
- Upcoming licensing visit-budget approval. **Documentation is due by July 1, then the licensor will be by to visit shortly after. Motion to approve spending for materials related to licensing requirements passes 7:48.**
- Air Conditioners - update **Keith and Emily have been working together to get air conditioning set up in all used rooms. This issue is mostly resolved. Motion for air conditioner cost reimbursement passes 7:53.**
- Operational items

- Teachers - lost pay from last week? - needed to do two half days last week due to high temperatures. **Motion to approve one-time pay for hourly staff who lost pay due to these closures passes 8:11.**
 - Pro-rate tuition for last week? - Per tuition agreement, tuition is not reimbursed for weather-related closures
 - Emergency decisions/procedures going forward - **Bylaws give executive board authority to make emergency decisions between board meetings, but Director has authority to make operational decisions without Board review.**
 - Status of fall enrollment - **table until next month**
 - Status re half day classroom potentially expanding to full day - **table until next month**
 - Birch room can be licensed as after-school room without additional materials. **Emily has requested licenser review Birch room closer to academic year start.**
 - May need to buy some materials for summer (we do not have two classrooms worth of non-montessori materials to meet licensing requirements)
 - Feedback on transparent classroom usefulness - **This will require a longer discussion. Transparent Classroom is a “Montessori” platform, so it may be more useful to the Guides than to the Director or families.**
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Board Strategic Discussion & Work: Top four strategic priorities for the next 3-6 months, as identified at our Strategic Planning Meeting on 4.17.21 (8:00-8:30)

Strategic Priority: Continue to strengthen staff compensation and benefits

Action steps (July & August):

- Analyze and discuss comparable nonprofit metrics and compensation guidelines
- Develop HMS Executive Director compensation guidelines draft
- Refine draft after full Board feedback

Strategic Priority: Smooth transition and implementation of new leadership structure

Action steps (May & June):

- Check in on transition plan and exit checklist
- Identify strategic objectives/high priority items for Director in June - Montessori training starts on the 14th.
- Exploration HS space issue
- Report on welcome breakfast

Strategic Priority: A clear and transparent view of our finances that allows the Board to make strategic decisions

Action steps (May-August):

- Fully developed budget presented to Board for review and understanding **On track**
- Reconciliation of books
- Update on hiring of bookkeeper - **setup with bookkeepers is complete and they have been awesome.**
- Update on bank account transfer of authorized persons

Strategic Priority: Expansion and increased enrollment

Action steps:

- Toddler committee update - continued meeting, mapping project timeline, has received some contractor bids for work. Toddler room would need direct exterior access and direct bathroom access. Rough budget thus far is around \$50k, not including furniture or starting materials, time to completion is estimated around 6 months. Ashley (on parent committee) will be bringing some fundraising ideas to assist with project costs.
 - Update on negotiations regarding space sharing with Exploration HS
 - Negotiations ongoing - the church wants Heartwood to negotiate shared space directly with Exploration HS, then incorporate that into both leases.
 - No letter sent yet
 - Status of doors - Cost will likely be around \$7k, should start earmarking that money and applying for permits. **Motion to earmark \$7k for security doors passes 9:28**
 - Potentially hire architect
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Operational Board tasks (8:30-8:40) Board Monthly Task List, Board Guiding Document

- Set date for strategic planning meeting - maybe early August -
 - Passpack has been updated
 - Upgrade online banking to business version? \$10/month gets us multiple log-in/user capabilities, bolsters security measures - **Motion to approve upgrading online banking to business version passes 9:31**
 - Revisions to proposed budget - address in July
 - Annual Report - Tabled
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Committee Updates (8:40-8:50)

- Treasurer's update / Finance Committee
 - AmberJean to update
 - Consideration being given for potentially switching software
 - Executive Committee
 - Newsletter greeting from May
 - Community Engagement Committee (Caitlin, Ashley)
 - Expectations for fundraising goals
 - Toddler Environment Committee (Corinne)
 - Building & Grounds Committee (Keith)
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Adjourn **9:32**