



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

BOARD MEETING Minutes

May 19, 2021

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

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

Approve last meeting's minutes - (April)

Approve public meeting minutes from April for posting on the website

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:

- EIDL - Loan needs to be transferred from Emily to someone else, or be paid off. Emily recommends paying it back, and has had no luck finding out how to transfer. Loan is only qualified to be used in response to COVID-19 expenses. AmberJean also recommends that we pay back the loan.
 - If Emily cannot figure out how to transfer the loan by next week, she will pay it back.
 - Status of summer programming
 - Summer program morning enrollment is full. Six families/seven children are currently on the waitlist. This is an unusually high quantity of applicants.
 - COVID protocols and communication to families about structure
 - Staffing - Emily is in the process of hiring a part-time assistant for summer. Has a number of interviews set up. Emily will also ask current staff specifically if they're available to work hourly for the first two weeks of summer program.
 - Will likely need to purchase an additional air conditioner. In the June newsletter, Melissa will ask families if they have units they could donate.
 - Operational items
 - Status of fall enrollment. - 19 in all day, 12 in school day, 10 in half day.
 - Discussion of half-day classroom - Melissa will talk with Katie Graves about expanding her classroom into partial or total full day room.
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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

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 (registration complete), Exploration HS space assessment, staffing, fall enrollment and classroom setup.**
- **Welcome Breakfast for June 1 with Emily E, staff, and available board members.**

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
- Reconciliation of books
- Hiring of bookkeeper to finish cleaning up books so we can file taxes
 - **AmberJean has provided an accounting proposal, motion to budget for proposal passes 8:42**
- **Bank account holders motion passes 8:13**

Strategic Priority: Expansion and increased enrollment

Action steps:

- Continued committee meetings to assess interest in toddler community - **committee is developing a timeline and will start working to develop a budget for this expansion. Has met with a contractor.**
 - Follow up on concerns with Exploration HS to assess risks to space
 - **Corinne and Keith have met multiple times with Church and some Exploration HS staff/board.**
 - **Executive committee will meet if it's necessary to develop budget for building updates or other decisions regarding action if/when Exploration HS commences (September 8)**
 - **Corinne and Keith will draft a letter to the Church outlining board and community concerns.**
 - **Add info to newsletter to address parent concerns? - Melissa will include piece in the next newsletter. Can direct concerns to the board email address.**
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Operational Board tasks (8:30-8:40) [Board Monthly Task List](#), [Board Guiding Document](#)

- End of year celebrations or activities?
- Strategic planning meeting in summer?
- Passpack update - June 1? - **On Caitlin's list**
- NE Parade registration - **2021 parade has been cancelled**
- Annual Report - **Tabled**

Committee Updates (8:40-8:50)

- Treasurer's update / Finance Committee
 - **AmberJean will reach out to Emily E to figure out the best time to have one-on-one financial meeting.**
- Executive Committee
 - Newsletter greeting from May
- Community Engagement Committee (Caitlin, Ashley)
 - Expectations for fundraising goals
- Toddler Environment Committee (Corinne)
- Building & Grounds Committee (Keith)

Adjourn : 9:44