



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

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## **BOARD MEETING Agenda**

October 20, 2021

Attending: Kate Murray, Jessamay Pesek, Emily Erickson, Corinna Ivanca, AmberJean Hegge, Kristi Curme, Keith Johns, Melissa Olson  
Paula MacDonald

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

Approve **board meeting minutes** from September.

Approve **public meeting minutes** from September for posting on the website

**Motion passes at 7:07 pm**

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**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.

Open Discussion Item: **Guest made a request to reconsider the 14-day quarantine. Propose to change it to 10-days. Suggested to change information to have more guidance on testing, clearly set out. Also, the guest made a request for any special consideration for kindergarteners as it is challenging to catch up. This is a recent change in Minneapolis Public Schools to 10-days. Also, danger in testing too early.**

**DHS guidance 14-days is still the best in childcare.**

**Action: Emily is looking into 10-day option. Emily needs to reach out to the licensor to see if 14-days is a requirement or an option.**

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### **Director Updates (7:20-7:40):**

- Status of fall programming
  - Waitlist - no waitlists but families continuing to enroll
    - **Have only three openings available. Good news!**
    - Staffing - seeking long-term sub for Katie Graves
- Operational items
  - Status of fall 2021 enrollment
    - 24 kids in full day (including in Cedar room)
    - 16 in school day
    - **14** in half day

- Grants update with Ricardo:
  - applied for the Child Care Aware Regional Grant this week. **It has been scored, but no decision yet made. Should receive notice this week or next.**
  - Ongoing Child Care Stabilization Grant, **we will receive funds**
  - Receiving \$250 grant from NE Bank

### **Budget presentation (7:40-8:00)**

- Emily and AmberJean to present proposal
- **Info presented in a spreadsheet. Two versions (we discussed the minimalist version)**
- **Tuition assistance: in 3-month approvals (different from years past); continued proof of income. Budget assumes they will receive it for the year.**
- **Total revenue is higher than last year.**
- **Accounting firm is still working with the school.**
- **Board votes to approve.**
- **Motion passes at 7:40 pm.**

### **Board Strategic Discussion & Work: Top strategic priorities for the next 3-6 months (8:00-8:30)**

Identified at our Strategic Planning Meetings on 4.17.21 and 8.21.21

### **Health & Safety Protocols**

- Going mostly well.
- Considering State-sponsored opportunity for onsite testing: **May have some options throughout the state. Kate and Emily are looking into this option. May be an option for kids who are three and older. May be available for symptomatic kids. It is the same program that K-12 schools are using. Staff will continue to test weekly. We can offer screening options as an option. Or, just having it is an option for kids that are feeling sick. It is a free PCR test. Parents will need to sign a waiver since they will not be present.**
- Potential policy considerations for spring: vaccination approval for children, decreased cases

### **Communication with our Community**

- [October newsletter](#) went out on the first Monday. Will aim for sending the first Monday of the month going forward and Bcc: non-parent Board members.
  - **Ashley asked to provide more info about the committee to recruit more members.**
  - **Add pod playdates in the newsletter? Kate will reach out to each of the pod ambassadors.**
  - **Monthly board email is a Heartwood community newsletter.**

- Parent survey update- we found the 20-21 survey and that has been shared with Emily; she will refine to reflect some of this year's wonderings and send out in November or December

### **Continue to strengthen staff compensation and benefits**

- Will revisit during contract renewal time.

### **Expansion and increased enrollment**

Action steps:

- Toddler committee update
  - Waiting for final pricing from the contractor, with hope to soon sign. Tentatively, the work will start this year.
  - Need to file with the city to get a building permit.
  - We received full approval from the church.
- Lease extension - Needs Board vote/approval.
  - Board approves the lease agreement.
  - Motion passes at 8:36 pm.

Bigger discussion: Committee Leadership

Committees: Community Engagement, Toddler Committee, Finance Committee, Buildings and Ground Committees.

Discussion when we review our bylaws. To review the purpose of the committee and who to stay connected with, for instance the director and/or board.

Other priority objectives:

- Continuing to support board & staff's implementation and understanding of anti-bias, anti-racist (ABAR) education - Emily and Erica will bring recommendation to Board
  - Increase Board membership and diversity
    - Melissa wrote **Board Recruitment ad** and had others edit
    - Posted to several places and directed people to Board email. **Many are Montessori places, and local places.**
    - Would appreciate if Board members would also share with your communities
    - Will mention again in the November newsletter (using link to new web content)
    - **Should we pause on recruitment for now to discuss board structure? On how the board and director balance roles. Should we re-clarify time commitment?**
    - **Hopefully moving forward, we should have less work for board members. More members - less work (more work spread out).**
    - **Also recruit from our parent community.**
  - Diverse income streams: grants, endowments, large donors
  - Filling classrooms
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## Operational Board tasks (8:30-8:45)

- Director self-assessment process (tabled from June since Emily was new)
  - Request for feedback. Anything to be added?
  - Timeline: 1 time per year, every 6 months?
  - Goal, to put a formal evaluation in place.
  - Add to our next agenda (add to Nov or December meeting)
- Board relationship with staff - strengthening and repair
  - Still lack of opportunities to interact in person because of the pandemic
  - Want to make sure staff feel comfortable reaching out if needed
  - Would like to resume a monthly communication that includes next Board agenda and invitation, highlights
  - Also plan to have a few Board members briefly attend staff meetings a few times per year
    - Emily will send out info about staff meetings where a board member or two will join.

## October Board Task List:

- **Annual Report** has been revised, waiting on financials; will then send to Caitlin for design and publish
  - Financials were added today. Thanks, AmberJean.
  - Melissa will soon send it to Caitlin.
- Give to the Max Day updates
  - Melissa updated GTM site, first blurb went out in the newsletter. Jessamay and Melissa working together on mailchimp and reminders heading up to GTM.
    - Pictures of school and students for Mailchimp messages?
    - Social Media: Facebook and Instagram
      - Ashley has been a holder of Facebook and Instagram
      - Photos are in the Drive "social media approved photos" folder.
  - Board match? We did this last year.
    - Everyone: Send email to Melissa about what you plan on giving for a donation. Then we have the total for the Board match.
  - Early giving starts Nov 1.
  - Add to procure as an event.
  - Board responsibility: Share opportunity for matching with your extended family or friends or pass the campaign info onto them as you receive it
- Annual work meeting - typically takes place in October and includes review of Guiding Documents listed below. *Alternatively*, can we form an ad hoc committee to review these and bring proposed updates to the November meeting?
  - Bylaw review (please review last year's minutes regarding these) - Kate, Jessamay
  - Board Monthly Task List - Kate, Jessamay
  - Communication Guidelines - AmberJean, Kristi
  - Board & Director Roles doc - AmberJean, Kristi

- New Board Member Election - Review info in the bylaws.
- Open house - hopefully next year.

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### **Committee Updates (8:45-9:00)**

- Treasurer's update / Finance Committee
- Executive Committee
- Community Engagement Committee (Ashley, Sarah, Quincy)
- Toddler Environment Committee (gave update previously)
- Building & Grounds Committee (Keith)
  - Consider: Soil testing for future (UMN does testing) - Kate can send proposal
  - Erica and Staff: Updating the playground.
  - Discuss: Playground and grounds budget.
  - Do we need to remove this committee as it is listed as operational? Yes, Emily plans to take this over. No need to keep it as a committee.

Add to agenda for next meeting:

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**Adjourn at 9:31.**