



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

BOARD MEETING Agenda

December 15, 2021

Attending:

Keith Johns, Kate Murray, Jessamay Pesek, Emily Erickson, Ricardo McCurley, Erin Mossey, Corrine Ivanca

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

Approve last meeting's minutes **HERE** - (November 17, 2021)

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

We moved the approval of minutes to later in the meeting.

Board moves to approve the minutes.

Motion passes at 9:37 pm

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.

Potential Board Member Introduction: Erin Mossey

Director Updates (7:20-7:35)

- Staffing - hired long-term sub for toddler staff
 - *Preschool assistant position is open.*
 - *The toddler assistant guide position will be open after the lead toddler guide is hired so they may be part of the hiring process of the support staff.*
- Operational items
 - Status of fall 2021 enrollment-**school is 100% enrolled**
 - 26 kids in full day
 - 17 in school day
 - 17 in half day
- *Re Enrollment will start in February-March.*
- *We have a wait list of families wanting to start.*

- Grants update with Ricardo
 - Ongoing Child Care Stabilization Grant-will increase
 - Parent poll - almost ready to go out this month
-

Operational Board tasks (7:35-7:50)

Board Monthly Task List, Board Guiding Document

- Director self-assessment process Draft of review template - Emily will continue working on this, **task will be moved to January.**

Board Monthly Task List

From October:

- [Annual Report](#) is done. **Need to post to the website. Hopefully add a link to the annual report after it is posted to the website to the January newsletter.**
- Ad hoc review of Guiding docs - paused based on transition conversation.

From December:

- Treasurer & Director: prepare proposed budget - tabled/timeline has changed; **AmberJean and Emily have been in discussion when to move this item. AmberJean and Emily will provide an update in January.**
 - Send acknowledgment / “quid pro quo” letters to donors according to Best Practices as outlined by MCN (done); publish annual statement of giving according to same practices
 - **Kate: Follow up with Melissa about thank you letters and an annual statement.**
 - Revisit tuition and enrollment policies - to be informed by strategic planning (considerations around equity, etc.)
 - **Consider the change to a weekly billing rather than monthly. Rationale: Equity in billing processes. Weekly billing is more manageable for families and more in line with state support practices.**
 - ~~Send out parent poll~~ Director duty/remove from task list? **(Moved to director role)**
-

Committee Updates (7:50-8:05)

- Treasurer’s update / Finance Committee
 - **AmberJean will upload materials to the Drive in the next few days.**
- Executive Committee
 - Update on Board recruitment efforts.
 - **Continue the search for board members.**
 - **May be helpful to have a 1-page brochure that details what to expect for time, expected commitment, and general overview. Review website to examine if it clearly articulates board member expectations and time commitment.**
- Community Engagement Committee (Ashley, Sarah, Quincy). **No updates.**
- Toddler Environment Committee (Terrijo, Keith, Corinne). **The lending source has changed. Previous lender required a few challenging requirements. We changed to a**

lender that focuses on child care centers. Loan includes a partial forgivable loan. Emily is currently doing the application paperwork. Lender is a non-profit.

- Board members will need to fill out a survey regarding income. The email will be sent out to the board to collect info about the overall board.
- Due to the loan change, the timeline for the toddler room opening is pushed back to May (estimate).

WORKING MEETING (8:05-9:00) - closed portion

Resuming the transition to a strategic Board (with George Dierberger)

Strategic planning with consultant (8:05-8:55)

Input to consider:

- Begin with the end in mind: What are the goals for the school?
- Review vision and mission statements of other Montessori schools in the area
- Benchmark: Review tuition of other schools (based on number of students; grade levels; programs offered)
- What are some of the measurable results? Number of students in each class/age group, retention, adding new programs (expand to elementary charter in future?), budgets/revenue
- Establish a "scorecard" for the board and for the director with key indices (example provided via email)

Priorities to consider (former and new):

- Increase Board membership and diversity.
- Establish annual and long-term (3-5 year) strategic goals and associated objectives and projects (in collaboration with the Director).
- Consider a comprehensive business plan.
- Diversify non-tuition income streams: grants, endowments, large donors.
- Fundraising: will need a committee, SMART goals.

Notes during meeting

1. Introductions of all attending.
2. Discussions of our current program and capacity.
3. Question: Did we look at other school's mission & vision statements?
4. Equity added to our mission and vision statement?
5. Review: SWAT
 - a. Discussion: We did a SWAT summer 2021. We agree the SWAT can be reexamined.

Plan for next meeting/work in between (8:55-9:00)

Add to agenda for next meeting:

- Do we need to review any Board documents prior to our strategic meeting?

Adjourn at 9:39 pm.