



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

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## **BOARD MEETING Agenda**

November 17, 2021

Attending:

Kate Murray, Jessamay Pesek, Emily Erickson, Terriojo Mikulich, Ashley Paguyo, Kristi Currme, Corinne Ivanca, Keith Johns, Ricardo McCurley, Erica Mellum, Melissa Olson, AmberJean Hegge

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

#### **Approve last meeting's minutes (September 2021)**

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

Board moves to approve the public and board minutes from the September board meeting.

Motion passes at 7:06.

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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.

No items

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### **Director Updates (7:20-7:35)**

- Staffing - seeking long-term sub for staff on parental leave; and toddler staff
  - We have applicants, hoping to have someone hired soon.
  - Currently recruiting for the toddler community; have a lead on a potential candidate.
- Operational items
  - Status of fall 2021 enrollment-**school is 100% enrolled**
    - 26 kids in full day (including in Cedar room)

- 17 in school day
    - 17 in half day
    - 56 started, 4 will start in January. Great news!
  - Grants update with Ricardo
    - RECEIVED Child Care Aware Regional Grant this week.
      - No longer a required match. Earmarked for ABAR challenge and indoor play structure for kids.
      - You have to apply each year. Ongoing grant.
    - Ongoing Child Care Stabilization Grant-will increase
      - Receive every month, number fluctuates each month.
    - Receiving \$250 grant from NE Bank
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### **Operational Board tasks (7:35-7:50)**

#### **Board Monthly Task List, Board Guiding Document**

- Director self-assessment process **Draft of review template**
  - Discussion:
    - How do we gather feedback from family and staff? Family poll for example. Emily is currently working on the family poll and she will share out to request feedback.
    - In spring, the Board does a formal review. Emily prefers to do a review sooner rather than wait until spring, thus, wants to do a self-assessment now to have clear guidance on her progress.

#### Board Task List:

##### From October:

- Annual Report still awaiting for the final design work?.
  - Caitlin is currently working on it. States that will be done soon.
- Ad hoc review of Guiding docs - some comments gathered, but may need revisiting based on Board transition conversation. **Plan to continue to review documents as we discuss transitioning.**

##### From November:

- Open House (not happening yet) **because we are not yet in person (covid).**
- Give to the Max Day update (Melissa). **Thursday is GTM Day! We are 74% of the goal.**
  - Board match seemed to motivate early donors.
  - Next year: Request a sponsor to help do another match.
  - Question: What is the fee % for each donation?
    - Advertise: Offline donations are also accepted.

- Discuss: Plan to do it again next year? Consider the fees and perhaps we should consider alternatives.
  - Finalize Parent Poll. Emily will share for review.
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### **Committee Updates (7:50-8:05)**

- Treasurer's update / Finance Committee, AmberJean shared a document detailing the budget.
- Executive Committee
  - Update on Board recruitment efforts
  - Posted to several places, but not much interest at this time.
  - Hoping we have some interest in our community.
  - The opportunity to be a board member is on the Heartwood Website.
  - Currently: 7 voting members, soon 6 as one board member is transitioning out. We should aim to have 10-12 members.
  - Potential to look for individuals that work for neighborhood local businesses.
- Community Engagement Committee (Ashley, Sarah, Quincy)
  - Truck-or-treat went well.
  - When it is safe, it will be fun to do a full school trunk or treat.
  - Question: About art to give to health care workers? Terrijo and Ashley will connect.
- Toddler Environment Committee (Terrijo, Keith, Corinne)
  - Increased frequency of when we meet, and meet during the day rather than the evenings. Shared details on the cost, payment, and schedule.
    - The cost for construction has increased. Company: RGM
    - We did get the loan approved for the project.
    - The construction costs are projected, and not the final costs. Building the contingency to allow some flexibility. The company also has a contingency built into their cost.
  - For the building permit, we discussed the hiring of an architect for the permit. The committee reached out to two options. The committee selected the architect based on the following, 1) 40% reduced cost, 2) individual already knows the space and has shown he is respectful to the school and space, and 3) supporting a NE community member.

Kate: I make a motion to approve the proposal set forth by the toddler committee to bring on Keith Johns as the architect.

Corrine seconds.

Motion passess at 8:47. Keith Johns recused himself from the vote

Kate: I make a motion to approve the budget to reflect the increase for the construction costs.

Corrine seconds.

Motion passess at 8:48. Keith recused himself from the vote

- Building & Grounds Committee (Keith, Sarah?)
  - Consider: Soil testing for future (UMN does testing) - Kate can send a proposal. The UMN is available.
  - Discussion building and grounds work is under the jurisdiction of the Executive Director.

Kate makes a motion to dissolve the building and grounds committee.

AmberJean seconds.

Motion passes at 8:50 pm.

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

Resuming the transition to a strategic Board

Emily recruited a consultant to assist our board's goals. The consultant will attend the second half of the meeting in December. He will join us at 8 pm. Emily will meet with him prior to review our goals. Consultant plans to attend three meetings, there is no financial cost.

### **Revisit Strategic priorities (8:05-8:55)**

Consider what we can sunset, transfer to ED, update, table, etc.

### **Health & Safety Protocols**

- Largely operational, though tuition policies may need Board input/approval.
- Other strategic pieces? Quarantine?

### **Communication with our Community**

- [November newsletter](#)-sent to all board members, accidentally deleted the drive copy
- Other communication and engagement *from the Board*, including to Staff?

- Emily is leading the Parent survey work.

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

- Will revisit during contract renewal time, but this should be the ED's role and Board gives approval.

### **Expansion and increased enrollment**

- Lease extension update
- Toddler committee - this might be one area that has operational components but strayed into strategic. Does this committee need a Board chair? Or is remaining work operational and we can just get Director/committee updates going forward?
- What else of this strategic priority should remain *for the Board*? The Board's role under enrollment is vague ("Assist with recruitment activities").

### **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. Purchasing trainings with our grant money
- Increase Board membership and diversity - updates and proposals
- Scholarships/Financial assistance - ED proposes; Board approves
- Diverse income streams: grants, endowments, large donors (ideally a majority of the boards work)
- Filling classrooms - See comment on enrollment above COMPLETE
- NEW: 3-5 year plan. If moving to a strategic board, strategic priorities should move to long term objectives while short term remains with ED (with approval as needed). Move short term items to directors update?
- NEW: fundraising!! Should be a primary objective of a nonprofit board. Need a real committee and to create achievable goals
- NEW: Create a comprehensive business plan

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

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Add to agenda for next meeting:

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**Kate makes a motion to end our meeting.**

**Corrinne seconds.**

**Adjourn at 9:17**