



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

BOARD MEETING Agenda

January 19, 2022

Attending: Kate Murray, Emily Erickson, Ricardo McCurley, Jessamay Pesek, AmberJean Hegge, Anne Kemper, Kriste Curme, Keith Johns, Erin Mossey, Corinne Ivanca, Erica Mellum, Katie Graves, Anna Edgington, Natah Vang

Introductions 7:00 - 7:16 am

Consent Agenda (7:17-7:20 p.m.)

Approve last meeting's minutes (December 15, 2021)

Approve public meeting minutes from December for posting on the website

Motion to approve passes at 7:20 pm

Open Table (7:20-7:33) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

Staff Input:

- Request: Space for a break room, space for nursing mother needs.
 - Discussion of the new space design and possibilities on space for these items.
- Full time float/New hire concerns. Request for a new hire to be Montessori trained.
- Discussion regarding the need for admin support.

Director Updates (7:33 - 7:37)

- Staffing - hired an afternoon assistant for Cedar, Jordan started with Maple
 - Operational items
 - Status of fall 2021 enrollment-**school is 100% enrolled**
 - Grants update with Ricardo
 - Ongoing Child Care Stabilization Grant-will increase
 - Parent poll - sent.
 - Follow up with the questions focused on the strategic goals.
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Budget Proposal/presentation & discussion (7:38-9:24)

- Emily presented a PowerPoint detailing revenue, expenditures, proposed tuition, proposed assistant position request
- Discussion about the position posting and the pay. Discussion of the overall need.
- Next steps: Discuss position(s) more in depth to ensure everyone has an opportunity to share what they believe Heartwood needs.
 - Plan meeting to discuss staffing needs.
- Discussion of tuition cost, proposed 7% cost, and proposed 8% cost (8% allows us to have revenue to justify another position)
- Discussion on the goal to increase reserves.
- Deep discussion on the increase of tuition and what are the needs of heartwood.
 - Is 8% too much?
 - We decided to do a vote.
- Board votes:
 - Tuition proposal
 - Hiring proposal
 - Preliminary Vote (to be finalized in February after re-enrollment numbers confirmed):
 - Staff salary increase proposal (contract approvals next month)
 - Budget proposal

Link: [2021/22 Budget vs Actual as of today](#)

- Plan: We decided to hold a vote to allow enough time for budget, enrollments, and staffing plans.
 - Motion to increase the 2022-2023 tuition by 8%, motion passes (5)
 - Two votes oppose motion.
 - One vote abstains.
 - Motion passes at 9:18 pm
 - Motion to improve the potential budget for the 2022-2023 school year, motion passes (5)
 - Two votes oppose motion.
 - One vote abstains.
 - Motion passes at 9:24 pm

Operational Board tasks

[Board Monthly Task List](#), [Board Guiding Document](#)

We did not specifically discuss any operational board tasks due to time constraints.

Board Monthly Task List

Revisit:

- Ad hoc review of Guiding docs - paused based on transition conversation.

From December:

- Revisit tuition and enrollment policies - to be informed by strategic planning (considerations around equity, etc.)
- ~~Send out parent poll~~ Director duty/remove from task list?

For January:

- Review and approve proposed budget for following school year
 - Schedule March Strategic Planning Meeting
 - Reconcile any budget / bookkeeping files & submit to accountant for taxes
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Committee Updates

We did not specifically discuss any committee updates due to time constraints.

- Executive Committee
 - Update on Board recruitment efforts. Would like to do some stand-alone messaging to families.
 - Board self-assessment survey slated for February
 - Will need to update the priorities question and strategic goals. How have these been used to improve the Board historically?
 - Considerations for restructuring committees
 - Staff engagement update
 - Community Engagement Committee (Ashley, Sarah, Quincy)
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Priorities to consider (former and new):

- Increase Board membership and diversity.
 - Director evaluation process
 - Draft of review template
 - Cornerstone materials
 - Committee proposal
 - Fundraising: need committee, SMART goals.
 - Diversify non-tuition income streams: grants, endowments, large donors.
 - 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.
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Look ahead: Determine planning needs; assign action items

We did not specifically discuss any of these tasks due to time constraints. Plan to follow up through email.

February:

- (virtual) Open House
- Approve staff contracts for the following year for existing staff
- Board Self Assessment
- Engage in ABAR Education and Planning for Strategic Planning

March:

- Hold Strategic Planning Meeting
- Approve school calendar for following school year
- Nominate new officers and board members
- Open House

Add to agenda for next meeting:

- Review the January agenda to determine if anything that was missed needed to be added to the February agenda.

Action items and assignments:

- Adhoc staff meeting for understanding the staffing needs; Kate will coordinate the meeting.
- Follow up via email any missed items from this agenda given the time restraints.

Adjourn

Kate makes a motion to adjourn. Motion passes at 9:30 pm.