



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

HEARTWOOD BOARD MEETING MINUTES

February 16, 2022

Attending: Kate Murray, AmberJean Hegge, Emily Erickson, Jessamay Pesek, Gavin Poindexter, Terrijo Mikulich, Erin Mossey, Ricardo McCurley, Kristi Curme, Erica Mellum, Keith Johns, Corinne Ivanca

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

Approve last meeting's minutes - (January 19, 2022)

Approve public meeting minutes from January for posting on the website

Kate Murray moves to approve the public and internal minutes.

Keith Johns seconds.

Motion passes at 7:04 pm.

Open Table (7:05) 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 for the open table.

Board membership introduction/welcome (7:05-7:15)

- New members
 - Erin Mossey
 - Gavin Poindexter
 - Emma DiasAbeygunawardena (not present at the meeting)
 - Terrijo Mikulich
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Director Updates (7:15-7:50)

- Please [see here for the report](#), it was also sent via email 2/11
- Grants update with Ricardo
 - Ongoing Child Care Stabilization Grant-will increase
- Parent poll Update (Link to responses), **n = 17, 50% said compensation and benefits was the preferred goal.**
- Admin update.
 - **Admin new hire needs to be a Montessorian.**
 - **Not much of an update for now.**

- Toddler room status update/staff feedback
 - Approved for the forgivable loan.
 - We have hired a lead guide.
 - Interviewing a potential assistant next week.
 - Construction likely will not start until spring 2022.
 - Proximate opening date: summer 2022
- Lease update
 - Lease should be approved and ready to sign this week.
- **Vote needed:** Additional funds for ABAR training materials (Britt Hawthorne), 120 page workbook for staff (need 10 workbooks).

Kate makes a motion to approve money for printing materials for the March 2022 ABAR training.
 Kristi seconds.
 Motion passes at 7:25.

Operational Board tasks

Board Monthly Task List, Board Guiding Document

***Closed/working portion: Staff contracts discussion* (7:29-9:10)**

- **Action items:**
 - Create a salary scale for teachers and assistants.
 - Arrange a finance committee meeting sometime next week to discuss salary scale, budget, and contracts.
 - Update board calendar and task list. Changes are needed.
- **Motion:**
 - School year calendar change and extend school year two weeks longer to sync with area K-12 schools
 - Director proposal: July 4 Summer break for current employees or for employees
 - Ricardo: I make a motion that we link the calendar to the MPS calendar, and that we offer the July 4 paid week vacation for current assistants or for employees who start this summer and plan to stay through the next school year.
 - Kristi seconds
 - Motion passes at 9:05 pm.

Committee Updates – No new updates other than what was already discussed.

- Executive Committee
 - Are now meeting the week before the Board meeting (Kate will follow up)
 - Succession planning and recruitment update

- Potential new committees: Fundraising and/or Communications and Development.
- Other committee updates as needed

Board Task: Review items below for the strategic meeting and for the March 2022 meeting.

- Board Self Assessment
 - Use the same version as 2021? Will need to update the priorities question and strategic goals
 - What do we want from this? How will it be used?

Looking ahead: Planning needs & action items

Open tasks from prior months:

- Director assessment/self-assessment - committee for this?
- Board documents (task list, roles doc, bylaws) - still need input and approval. Need to vote on updates next month.
- Staff have requested that we clarify grievance processes
- Engage in ABAR Education and Planning for Strategic Planning - *tabled for now - will see how staff's experience goes*

March:

- Hold Strategic Planning Meeting
 - Likely on March 26, 11am-3pm.
- Approve school calendar for following school year
- Nominate new officers and board members (elections in April)
- Open House
 - It has been a while. What might this look like?

April:

- Vote on officers and board members
- Follow-up from Strategic Planning Meeting
- Change PassPack password
- Register for NE Parade

Standing objectives to consider:

- Increase Board membership and diversity
- Revise Director evaluation process
- Fundraising/diversifying income streams
- Growing reserves
- Scholarships/financial assistance

- Establish annual and long-term (3-5 year) strategic goals and associated objectives and projects (in collaboration with the Director) - to be done at annual retreat in March
- Consider a comprehensive business plan

Adjourn