



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

Heartwood BOARD MEETING Minutes

March 16, 2022

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

Absent: Jessamay Pesek

Note: Keith Johns took minutes for this meeting.

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

Approve last meeting's minutes **HERE** from February 16, 2022 (internal board minutes).

Approve public meeting minutes **HERE** from February for posting on the website

Kate Murray moves to approve the public and internal minutes.

Amber Jean seconds.

All in favor.

Motion passes at 7:06 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.

No items

Director Updates (7:20-7:35)

- Please see the director report sent 2/11 for more detailed info
Refer to the report sent via email prior to meeting.
- Admin update
- Toddler room status update/staff feedback
 - **Discussed the forgivable loan (First Children Finance).**
 - **We have hired a lead guide and assistant**
 - **Construction likely will not start until spring 2022; We have a contractor.**

- Proximate opening date: summer 2022
- Lease update
 - Plans to sign the lease extension
 - Need to confirm who signs (ED or board president); need to refer back to the minutes to see who that should be
- 2022-2023 Calendar
 - Director recommends staying with the current calendar due to so much change.
 - Concerns about adding 3 weeks to align with MPS (6/15 last day for MPS) Heartwood calendar and staff push back
 - What are we talking about--childcare or something structural?
 - Do we know what parents want with regard to the calendar? Have staff and board input but no real family input.
 - Calendar comparison document shared by Keith
 - We need to decide on calendar tonight
 - Kate makes a motion to use the calendar that Emily sent in the email from 3/11
 - Corinne seconded
 - Motion passes 8:17

Operational Board tasks

Board Monthly Task List, Board Guiding Document

March task list (7:35-7:55)

- Hold Strategic Planning Meeting
 - March 26, 11am-3pm via Zoom
 - Draft agenda for discussion
 - Agenda shared by Kate
 - Ricardo proposes an in person gathering potentially following the planning meeting
 - Proposed change for 2022-23 school year: strategic planning in September, working meeting in February
- Nominate new officers and board members (elections in April)
 - Board nominations
 - Kate nominates Terrijo as treasurer. Terrijo accepts.
 - Amberjean and Kate plan to step away from the board in June.
 - Kate nominates Emma as VP. Emma accepts.
- Approve school calendar for following school year - discussion and potential second vote
 - Refer to notes above

***Closed/working portion:** Staff payscale review and approval* (7:55-8:40)

- Review and approve pay scale proposal
 - Options for leveling pay
 - Integration of approved increase for staffing
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Committee Updates

- As needed: covered earlier in the meeting.
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Looking ahead: Planning needs & action items (8:50-9:00)

April:

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

May:

- ~~Publish Annual Report*~~
- Year-End Celebration
- Establish Fundraising Calendar for next academic year
- ~~Parent Survey~~

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 - done by Emily during toddler loan process

Adjourn