



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

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## **BOARD MEETING Minutes**

April 20, 2022

**Attending:** Emma DiasAbeygunawardena, Emily Erickson (Director), Jessamay Pesek (Secretary), Kate Murray (President), AmberJean Hegge (Treasurer), Terrijo Mikulich, Gavin Poindexter, Kristi Curme, Ashley Paguyo (Community Member), Ricardo McCurley, Erica Mellum (Lead Guide), Corinne Ivanca

Board Member Absent: Keith John (Vice President)

Update: Erin Mossey decided to no longer be part of the board.

### **Consent Agenda (7:05 - 7:06 p.m.)**

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

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

- **Kate Murray moves to approve the internal and public board minutes.**
- **Kristi Curme seconds.**
- **All in favor.**
- **Motion passes at 7:06.**

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**Open Table (7:06-7:08)** 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 (7:08-7:30)**

- Please see the Director's [April Report](#) for more detailed info. Sent prior to meeting via email on April 19, 2022.
- Admin update
  - Toddler room status update/staff feedback
    - **Signed loan commitment paperwork.**
    - **Projected opening: end of summer (September)**
    - **Enrollment not yet open.**
    - **Capacity of toddler room: 12 toddlers.**
  - **Lease officially signed.**
  - **Heartwood is almost fully enrolled for 2022/23. Half day is full. Enrollment includes several returning Kindergarteners.**

- Admin position interviews have begun.
- Licensing window is open between now and June.
  - Request: Need dirt for the playground and 7 cots.
  - Kate Murray makes a motion to allocate up funds to buy 7 additional cots.
    - Kristi Curme seconds.
    - All in favor.
    - Motion passes at 7:19 pm.
- Reviewed financials (will discuss in more detail during closed session)
- Approval for new computer
  - Given the urgent need, a new computer for the Executive Director was approved at the executive committee (Tuesday, April 12). The executive committee allocated funds for computer purchase for the Executive Director.
- Covid Updates.
  - No official changes until after the school year. ED plans to review the policies at the end of the year (before summer).
  - Parent education night will be held in person. Requiring KN95/N95 masks and we will hold the session outdoors.

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## Operational Board tasks

Board Monthly Task List, Board Guiding Document

### April task list (7:30-7:45)

- Vote on new officers
  - Board nominations
    - President: Keith Johns
    - Vice president/president elect: Terrijo Mikulich
    - Treasurer: Gavin Poindexter
    - Secretary: [no nominee at this time]; Jessamay Pesek will continue in this role.
    - Kate officially nominates Keith Johns as President, Terrijo Mikulich for Vice President and Gavin Poindexter for Treasurer.
      - Ricardo seconds.
      - Motion passes.
      - All in favor.
    - Transition: Transition over the summer to make more of a gradual change.
    - Erica Question: Request to review onboarding materials that review Montessori education.

- Register for the 2022 [Celebrate Northeast Parade](#)
  - Event is on Tuesday, June 21
  - [Registration](#) deadline: May 19
  - Cost: \$150
  - How many volunteers? What have we done in the past? **Corrine shared: She believes that we have not actually participated in the parade, Kristi agrees. We had recently planned to, however, due to covid-19 parade was cancelled.**
  - **Parade info:**  
<https://chambermaster.blob.core.windows.net/userfiles/UserFiles/chambers/1968/File/Entrant--Information-2022.pdf>
    - **Ideas from Ashley: Wear a similar color, do something simple, etc. May need to request a small budget. Ashley will review ideas and will bring any budget to Emily Erickson. Wagons and bikes may be acceptable. Then share info/invite families to participate at the end of the year celebration.**
    - **Look into t-shirts for families to purchase.**
  - FYI, VIP parking info: <https://nema.org/shop/saturday-may-21st-vip-parking/>
- (Take offline? **YES.**) Change PassPack password. **Do it offline and let others know (those who need access).**
- Board Reminder: please submit your bio and preferred name for the website. We will request that Caitlin update the website.

### **Committee Updates (7:45 - 7:50)**

- Community Engagement Committee: **Ashley Paguyo**
  - **Need to recruit membership. Currently, the Community Engagement Committee includes one person. Ashley plans to share info at the end of the year.**

### **Closed/working portion (7:50-9:30)**

Present during this portion (Board Members and Director only): Emma DiasAbeygunawardena, Emily Erickson, Jessamay Pesek, Kate Murray, AmberJean Hegge, Terrijo Mikulich, Gavin Poindexter, Kristi Curme, Corinne Ivanca

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### **Looking ahead: Planning needs & action items**

May:

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

June:

- Conduct performance review with Director - *move up*
- Revised proposed budget for next academic year

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

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**Adjourned at 9:30 pm.**