



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

BOARD MEETING Minutes (Public)

May 18, 2022

Attending: Kate Murray (President), Emily Erickson (Executive Director), Ricardo McCurley (Board Member), Terrijo Mikulich (Board Member), Kristi Curme (Board Member), Erica Mellum (staff), Jessamay Pesek (secretary), Keith Johns (Vice President), Emma DiasAbeygunawardena (Board Member)

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

Approve last meeting's minutes from April 20, 2022 (internal board minutes).
Approve public meeting minutes from April for posting on the website

Kate makes a motion to approve the April 20 public and internal board minutes.

- Kristi seconds.
- No Discussion.
- Motion passes at 7:07 pm.

Open Table (7:07-7:09) 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 Open Table.

Director Updates (7:09-7:46)

- Please see the report for more detailed info. See info regarding financials on the report.
 - Toddler Community Update. Projected opening end of summer - fall. We have been assigned a new project manager.
 - Toddler committee: Set up a toddler committee meeting once the updated bid comes in.
- Admin update (Director of Pedagogy)
 - Position is posted, interviews are in process. (full time position)
 - Consideration: Change to two part-time positions if needed.
 - Currently, we need more sub coverage.
- Enrollment update
 - Enrollment: Almost full enrollment for 2022-2023.
 - Overall great retention, we have many returning families.
- Share Fundraising ideas

- Licensing review is complete and approved.
 - Parent Aware Rating: Waiting for the result.
 - About: Parent Aware Grants available for 2 - 4 Star Programming. 4 Star gives us a scholarship fund. However, there are some grants available for 2 or 3 Star ratings.
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Operational Board tasks

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

May task list (7:46-7:55)

- Year-End Celebration
 - Thursday, May 26 from 4:30-6:30pm in the field by Heartwood
 - During the celebration, introduce board members and recruit participation with Committees and Board Membership
 - Staff and Director will alert the board if any assistance is needed.
- Establish Fundraising Calendar for next fiscal year
 - Can begin conversation about a new committee/effort and broad goals.
 - Historically not a lot of conversation focused on fundraising.
 - Discussed strategies for fundraising.
- Parent Survey
 - We decided this would be best disseminated in May. Are we doing anything additional to December's questionnaire for this year, or just gathering input on organizational values at the end-of-year celebration?
 - Update: Will not do a survey at this time. Wait until next fall (fall 2022).
 - Will survey family members at the end of the survey celebration. We plan to ask family members to respond to the questions. (Narrow questions to 3 - 5 questions.)

Reminder: please submit your bio and preferred name for the website. We will update the membership and officers in June.

Committee Updates (8:30 - 8:52)

- Executive Committee
 - ED evaluation update
 - In progress (goal setting and professional development). Aim to have it done by the end of the month. Keith will report back to the board with an update in June.

- ED evaluation committee: AmberJean, Kate, and Keith
 - Transitions
 - Kate Murray: This is her last board meeting. Keith and Kate will meet to discuss transition.
 - AmberJean and Gavin's treasurer transition. AmberJean will be meeting with Gavin and Emily (finance committee) through June. She will no longer attend meetings with the executive and full board.
 - Finance Committee
 - AmberJean and Gavin will be meeting in early June to draft the budget for next year. Proposal to be ready for the June board meeting.
 - Others as needed:
 - Engagement Committee: Emily shared that Ashley and Emily made arrangements for swag for the parade.
 - Emily plans to sign up for the NE Parade (\$150).
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Closed/working portion (8:52-9:15)

- Strategic Planning follow up
 - Sending questions to staff; will share with families on the 26th
 - Revisit SWOT analysis
 - Committee or workgroup proposals (We already discussed the ED Evaluation Committee and Fundraising Committee)
 - Updates to other documents (bylaws, etc.)
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Looking ahead: Planning needs & action items (9:15 -9:17)

June:

- Revised proposed budget for next fiscal year

July:

- Vote to approve Parent Handbook
- Annual Google Drive clean-up
- Approve final budget for the next fiscal year

Previous 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
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Add to agenda for next meeting:

- Next meeting: Schedule 45 minutes allocated to approve the Bylaws document changes.
- Consider: Do we need to revisit the SWOT analysis?

Adjourn at 9:17 pm