



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

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## **Board Meeting Agenda**

June 15th, 2022

### **Join Zoom Meeting**

**Attending:** Keith Johns (President), Gavin Poindexter (Treasurer), Emily Erickson, Kristi Curme, Jessamay Pesek, Corinne Ivanca

**Board Member Update:** AmberJean Hegge and Kate Murray are no longer board members. We are currently at 7 voting members. Corrine Ivanca is a board member, but no longer a voting member since she was a past president.

### **Consent Agenda (7:12-7:13 p.m.)**

Approve last meeting's minutes **HERE** from May 18th, 2022 (internal board minutes).

Approve public meeting minutes **HERE** from May 18th for posting on the website

- Gavin Poindexter moves to approve the internal and public minutes.
  - Kristi Seconds
  - Motion passes at 7:13 pm
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**Open Table (7:14)** 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 (7:14-7:20)**

- Summer Update:
    - Overall, positive feedback from kids and families.
    - 47 children signed up for this summer.
  - Space Update:
    - Potential for second floor space in the future. The high school plans to move this next year.
  - Site Licensing visit and follow up: Everything was approved.
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### **Board task list and revisits (7:20-8:00)**

- Bio and names for website
  - Current board members: Check to make sure all is up to date on the website. Gavin and Ricardo, we need your bios. Please send bios and any updates to Jessamay and she will request the updates and edits. Caitlin is still managing website updates.
- Vision/Mission questions from end of year celebration and volunteers? Need to follow up with Ricardo regarding what and how much info was collected.
  - Any volunteers for this work?
  - Vision/Mission survey follow up to staff and families? Emily to check in with questions to staff.
- Payscale revisit
  - Any further input/research given on executive level payscale
  - Director of pedagogy payscale:
    - Separate and different payscale from the lead guides.
    - And, not the same as the ED payscale.
    - Director of Pedagogy
    - Discussion on how to fill this role.
  - Need to follow up actions on payscale. Check AMI and AMS resources.
  - Bylaw process update
    - Ricardo and Emma crafted first round of proposed changes
    - Hope to have these sent out before our July meeting. Goal: Vote in July.
    - Another Option for the process for amending bylaws--July presentation with an August vote
    - Conflict of interest policy as part of bylaw amendments
- Toddler Room Update
  - Contractor change/update. Inflation is now playing a factor as materials have increased.
  - Permit filed with the city.
  - Final bid is higher than it was last year.
  - First, we planned a Sept open date. Open date now is likely going to be in October.
  - Latest capital costs and budget presented.
  - Vote on whether or not to increase capital spending (end of meeting)

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**\*\*\*Closed/working portion\*\*\***

### **Proposed Budget Presentation/Q&A session (8:00-8:40)**

- Discuss process for approving budget for next fiscal year

- Present proposed budget in June with a final vote in July
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### **VOTE: Toddler Room (9:12)**

- Vote on whether to increase the toddler room capital expense budget.
    - FYI, the budget does not include any possible grant money.
    - Keith's Motion: Increase the capital budget from the previously approved amount.
    - Corrinne seconds.
    - All approve.
    - Motion passes at 9:20 pm
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Budget To do Item: Gavin plans to send out the budget to the board after our next executive board meeting and before the July Board Meeting.

### **Meeting adjourned at 9:21 pm**

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

July:

- Vote to approve Parent Handbook
- Vote to Approve final budget
- Annual Google Drive clean-up

August:

- Vote to approve Employee Handbook updates
- Back-to-School Night (orientation)
- Register for Give to the Max Day
- Year end financials review and submit to Accountant
- Schedule October Strategic Planning Meeting
  
- Strategic Planning follow up
  - Sending questions to staff; will share with families on the 26th
  - Revisit [SWOT analysis](#)

### **Appendix/Links**

[Board Monthly Task List](#)

## [Board Guiding Document](#)

### [Bylaws](#)

#### **Standing Objectives to Consider and or Advance**

- 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