



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

Board Meeting Minutes

Public

July 20th, 2022

Attending: Keith Johns (President), Gavin Poindexter (Treasurer), Jessamay Pesek (Secretary), Terrijo Mikulich (Vice President), Kristi Curme (Board Member), Emma Murano (Board Member), Corinne Ivanca (Board Member), Emily Erickson (Executive Director)

Start: 7:00 pm

Consent Agenda (7:07-7:08 p.m.)

Approve last meeting's minutes **HERE** from June 15th, 2022 (internal board minutes).
Approve public meeting minutes **HERE** from June 15th for posting on the website.

Keith Johns moves to approve the internal and public minutes
Gavie Poindexter Seconds.
Motion passes at 7:08 pm.

Open Table (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

Director Updates (7:08-8:00)

- See Emily's monthly report (sent via email)
- Family Handbook Updates.
- Summer Program/Summer Camp Update: All going well.
- Enrollment for next year: 19 in each classroom; extended day option well received in Willow Room.
- The toddler community application process will start later summer.
- Fundraising ideas:
 - Back-to-school bash or Harvest Festival (Kristi Curme is interested in offering support)
 - Partner with local businesses (Fletchers, etc)

- Church Event the weekend of August 19th. Good Community Builder, consider how we can engage.
- Admin Hire is still in process.
- Parent Aware: Received a 2-Star. Use items to improve our program. We officially may accept Think Small Early Learning Scholarships.
 - We reapply/resubmit next January for a 4-Star Rating. Likely it will be received.
- Covid Policy Updates/Discussion Only; Need to discuss and make decisions for this next year. Discussion (no decision finalized)
 - Discuss Podding.
 - Offer the option to current parents to do classroom observations? Observations are about 30 minutes.
 - Masks? Masks optional or required? At what point would masks be optional?
 - Testing policy? Test to stay or continue 5 day quarantine?
 - Toddler room covid protocols.
 - Open house, parent ed night, back to school events in person?
 - Allow parents to come in during set times to help organize/clean up cubby and extra clothing, etc.
 - Action: Emily Erickson: Write the covid policy and send it out to the board for review and feedback.
- Review of financials (June); on the last page of the report. We had a reduction of reserves due to clean up/end of the year stuff.

8:00-8:03 pm

Next Steps:

Board: Review the family handbook. Review the updated Covid policy.

Emily: Send Kate Murray the Covid policy to ask for her feedback.

Vote/Approve the family handbook at the next board meeting.

At the next meeting, we also vote on the staff handbook. Emily will send the updated staff handbook before the next board meeting.

Board task list and revisits (8:03 - 8:28)

- Vision/Mission questions from end of year celebration and volunteers?
 - Vision/Mission survey follow-up to staff and families?
 - To do: Keith will follow up with Ricardo. This can connect with our next board planning meeting.
- Bylaw process update
 - Ricardo and Emma crafted the first round of proposed changes
 - Decide on process for amending bylaws--August presentation with a September vote.
 - Conflict of interest policy as part of bylaw amendments
 - Next meeting (August): Review and vote on the changes.

- Toddler Room Update
 - We officially signed the contract with a contractor. Total costs: Amount is below what we had approved. Constructor targeted to start on August 8th.
 - Church not to charge us for the toddler room rent until the toddler room is open.
 - Aiming for an October toddler room opening.
 - Volunteers will be needed for painting, moving items, and other things as the toddler room opens.
- Community outreach update (fundraiser t-shirts)
 - Terrijo: We sold 46 shirts. We raised \$320 that will be used toward the outdoor playground space. There was good participation from our community.
 - Katie Graves shared an idea: do a community tie dye t-shirts event with the white shirts.
 - Fundraising Committee and History: Fundraising is connected to the community engagement commitment. We had a fundraising committee in the past, or tried to have one. However, a couple of years ago fundraising was moved to the whole board versus a fundraising committee.
- Annual Google drive clean-up.
 - Jessamay and Keith will help with this.
- Back to school building/grounds prep
 - Mulch? Call for volunteers. Ask parents to engage and to help.
 - In the past, where did we get mulch?: From the city, there are free places. Someone got it with the truck and volunteers.
 - Good to do this during the last week of August.

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

Proposed Budget Revisit (8:28 - 9:04)

- Presentation of proposed budget
- Questions or requests for further study leading to final proposed budget

Action item, Financial committee: To calculate our fixed costs and operating costs to determine a recommended budget reserve. If we need to add more staffing, we can make an amendment to our budget.

VOTE: Proposed Budget Approval (9:04)

- Vote on whether to approve the proposed budget.
- Keith makes a motion to approve this proposed budget with the ability to amend it with additional information based on staffing and reserve needs.
- Kristi seconds.
- Motion passes at 9:07 pm.

Looking ahead: Planning needs & action items (9:08)

Board Related Next Steps/Action Items (as stated in this meeting):

- Board: Review the family handbook. Review the updated Covid policy (once).
- Emily: Send the Kate Murray the Covid policy to ask for her feedback and also send the covid policy to the Board.
 - Vote/Approve the family handbook that includes the updated Covi policy at the next board meeting.
- Emily: Emily will send the updated staff handbook before the next board meeting.
 - At the next meeting, we also vote on the staff handbook.
- Follow up with Ricardo and Emma regarding bylaws. August vote on updated changes.
- Keith, Check in with Ricardo about the mission and vision data gathered at the family end of the year event.
- Mulch in August.
- Jessamay clean the Google Drive, Keith will also assist with this.

Board Calendar Duties:

August:

- Vote to approve Family Handbook.
- Vote to approve Employee Handbook updates
- Back-to-School Night (orientation)
- Register for Give to the Max Day (discuss options; concerns with the fee; small number of participants)
- 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](#)

September:

- Goal-setting with Executive Director
- Begin Annual Report process (potentially with committee)
- Participation in Give to the Max Day (November)

Meeting adjourns (9:13 pm)

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