



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

Board Meeting Agenda

August 17th, 2022

Attending: Keith Johns, Jessamay Pesek, Corrinne Ivanca, Emma Murano, Gavin Poindexter, Kristi Curme, Ashley Paguyo, Terrijo Mikulich, Charlotte Thompson, Emily Erickson, Sarah Jones

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

Approve last meeting's minutes **HERE** from July 20th, 2022 (internal board minutes).

Approve public meeting minutes **HERE** from July 20th for posting on the website

Keith Johns makes a motion to approve the content agenda

Kristi seconds.

All in favor.

Motion passes at 7:06 pm.

Open Table (7:07-7:20) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

- Parent Question/Charlotte: Question about the covid policy; discussion followed.
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Director Updates (7:20-7:48 pm)

- See Emily's monthly report (emailed out to Board on August 16th)
 - Toddler construction starting Monday, 8/22. Awesome news!
 - Maegan, lead guide, to start the official application process.
 - Expansion from enrollment
 - Cedar: 20
 - Willow: 19
 - Maple: 19
 - Fall festival: Plan to put plans in motion.
- Director of Pedagogy update
 - Erica will continue to take some parts of this role (includes community ed nights)
 - We are posting for a school admin assistance and float position for this school year. It was posted yesterday. Likely the position starts in November.

- Will continue the search for the Director of Pedagogy hopefully for next year; plan to post in January to continue the search.
 - For now, given the admin/float hire: Director of Pedagogy, have the finance committee look at if we can hire a part-time position for this year.
 - Finance update.
 - Brief discussion on the summer format for the future:
 - In the past, Heartwood may have done monthly summer sign ups.
 - Larger future discussion needs to review summer programming options.
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Board task list and revisits (7:49 pm - 8:48 pm)

- Bylaw process update (tabled for later)
- Toddler Room Update
 - New grant funding (money for our capital budget)
 - **VOTE** to increase capital budget to capture new grant (earmarked for the bathroom only)
 - Gavin moves that we add to the capital budget to increase total.
 - Keith seconds.
 - All approve.
 - Motion passes at 7:55 pm.
- Back to school building/grounds prep
 - Toddler playground will require mulch for licensing approval
 - Pricing from Cathedral Hill showed \$27/ cu yd.
 - What is the licensing requirement for mulch? It is a federal requirement to have enough cushion under “fall zones”. For mulch, it is recommended that we use 12 inches under fall zones (example: under the climber, under the dome).
 - **VOTE** to allocate up to funds for mulch for the whole playground. Need to wait for more discovery. Table the vote.
 - Call for volunteers
 - Gavin: Recommend on how we can reallocate funds from our current budget to cover these costs.
 - Need to be compliant for the toddler room licensing.
- New target reserve number
 - Finance committee (Gavin and Emily) working on a proposal for board vote.
 - Likely will come up with a short-term and long-term goal.
- Annual Google drive clean-up update (Jessamay, work in progress)
- Back-to-School Night (orientation)
 - Thursday, Sept 1(time TBA); in-person; allow families to see the inside of the school.
- Register for Give to the Max Day or consider alternative fundraising avenues.

- Give to the Max Committee: Keith, Corrinne, and Jessamay
 - Jessamay: To do, check out the Give to the Max Day deadlines and sign up date.
 - Update on year end financials review and submit to Accountant (Pending)
 - Schedule October Strategic Planning Meeting
 - Keith: Will send out a Doodle Poll to locate a time to meet.
 - Strategic Planning follow up
 - Sending questions to staff; will share with families on the 26th
 - Revisit [SWOT analysis](#)
 - Ricardo has the board from the end of the year celebration.
 - May need to send out the survey to families before our strategic planning meeting.
 - Covid discussion:
 - Question from parent: Asked if we have polled families about covid policies.
 - Listened to Parent feedback during the meeting: Mask policy.
 - Parents shared they have felt comfortable sending their children to Heartwood because of the safety mitigation policies in place.
 - Emily has communicated with parents annodately about covid policies. Did not plan to send out a survey. Given the time frame, we don't have time to do the poll.
 - Plan to continue to wear masks until everyone has had the opportunity to be vaccinated.
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*****Closed/working portion*****

Discuss updated family handbook (8:50 pm - 10:29 pm)

- COVID policy (8:50 pm - 9:44 pm)
- Handbook discussion (9:45 pm - 10:30 pm)
- **VOTE: to approve family handbook** Keith: Makes a motion to approve the family handbook.
- Corrinne Seconds.
- All in favor.
- Motion passes at 10:29 pm.

VOTE: to approve employee handbook - table for the next meeting

Looking ahead: Planning needs & action items (10:32 - 10:33 pm)

October meeting: Discuss the covid masking policy at the October meeting. Communicate to families a plan to remove masks. Amend our masking policies. Include language that would require a masking policy to be temporarily reinstated.

September:

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

October:

- Open House
- Send parent survey
- New Board Member Election
- Hold Strategic Planning Meeting

Meeting adjourns at 10:33 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