



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

Board Meeting Minutes

Wednesday, September 21st, 2022

Attending: Emily Erickson, Jessamay Pesek, Heidi Hodorowski, Keith Johns, Ricardo McCurley, Kelly Olson, Terrijo Mikulich, Ashley Paguyo, Emma, Corinne Ivanca, Charlotte Thompson, Erica Mellum, Gavin Poindexter (absent for the first part).

Welcome and Consent Agenda (7:00-7:08 p.m.)

Approve last meeting's minutes **HERE** from August 17, 2022 (internal board minutes).
Approve public meeting minutes **HERE** from August 17, 2022 for posting on the website

Keith moves to approve the internal and public minutes.

Kristi seconds.

Motions passes at 7:08 pm

Open Table (7:08 - 7:09 pm) 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 (7:09-7:17)

- See Emily's monthly report (send to Board via email)
 - Director of Pedagogy update
 - Toddler room update. Construction has begun, painting has started, going smoothly, and all on track. Emily will send out a call for volunteers.
 - Enrollment update. Couple of families who did not start, however, there are other interested families.
 - Staffing: We have three open afternoon positions, one in the toddler room and two in the Children's house.
 - Starting to discuss staffing. Then, decided to move staffing info to the closed portion of the meeting.
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Board task list and revisits (7:17 - 8:05 pm)

- New board member candidates
 - Introductions
 - Ashley Paguyo
 - Kelly Wysong
 - Heidi Hodorowski
 - **VOTE**
 - Keith moves to approve Ashley Paguyo, Kelly Wysong, and Heidi Hodorowski to the Board of Directors
 - Corinne seconds.
 - Motion passes at 7:38 pm.
 - Welcome Ashley, Kelly, and Heidi to the Board!!
- October Strategic Planning Meeting
 - Leading date is **Friday, October 28th** from **12-4pm**
 - Volunteers to help plan the agenda
 - Ricardo: Will locate/digitalize the feedback gained from the May 2022 family night (part of mission and vision statement)
 - Venue: Ashley offered to use space located near the Bauhaus:
 - Location: Lucy & Co.
 - 1229 Tyler St NE; Suite 120
- Toddler Room Update
 - Finance committee recommendation of tuition.
- New target reserve number (tabled since Gavin is not attending at the moment)
 - Finance committee (Gavin and Emily) working on a proposal for board vote
 - Methodology has been developed, but due to Gavin's schedule conflict for tonight meeting
 - Recommendation at Oct. meeting, for planned vote at Nov. meeting
- Participation in Give to the Max Day (November)
 - Options: equity and diversity fundraising, improvements to the playground/outdoor space, grants/scholarships.
 - Increase Awareness: Add the Give-to-the-Max signage around the building/include QR code.
 - \$5000 - \$7000
 - Jessamay: Will follow up with Emily and Staff regarding target amount and where funds would be allocated.
- Fundraising update/discussion.
 - Fall festival/other ideas?
 - possible fundraising/community outreach committee
 - Indeed Brewery (Gavin submitted application)

Reviewed Briefly/listed as reminder:

- Update on year end financials review and submit to Accountant
- Goal-setting with Executive Director (professional review)

- Begin Annual Report process (potentially with committee)
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*****Closed/working portion*****

(8:05-9:15)

Looking ahead: Planning needs & action items

October:

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

November

- Open House
- Give to the Max Day
- Finalize Parent Poll

DECEMBER

- Send acknowledgment / “quid pro quo” letters to donors according to Best Practices as outlined by MCN; publish annual statement of giving according to same practices
- Revisit tuition and enrollment policies
- Send out parent poll

Meeting adjourns at 10:10 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