



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

Board Meeting Minutes

October 19, 2022

Attending: Keith Johns (President), Terrijo Mikulich (Vice President), Gavin Poindexter (Treasurer), Heidi Hodorowski (Board Member), Corrine Ivanca (Board Member), Ricardo McCurley (Board Member), Kelly Olson (Board Member), Ashley Paguyo (Board Member), Emily Erickson (Executive Director), Erica Mellum (Guide/Director of Pedagogy),

Absent: Jessamay Pesek (Secretary), Kristi Curme (Board Member), Emma Murano (Board Member)

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

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

Keith Johns moves to approve the internal and public minutes
Corinne Ivanca Seconds.
Motion passes at 7:11 pm.

Open Table (7:05-7:20) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

- Corrine asks about insurance to make sure the board of directors is covered
 - Emily confirms Heartwood has it
 - Corrine brings up the topic of "Public Notes (official board votes and announcements) versus Nonpublic Notes" and how they get published
 - Added to list of items to tackle to at the Strategic Board Meeting
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Director Updates (7:20-7:35)

- See Emily's monthly report
 - Second Afternoon Assistant position filled
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Board task list and revisits (7:35-8:15)

- Open House - Emily
 - No official Open Houses planned
 - Historically, happened several times a year
 - Pre-Covid Reminder for Board Members: the staff and director like attendance from Board Members to help sell the school to prospective families
 - Enrollment is currently at capacity.
 - **Question:** Does it make sense to host an Open House to introduce the Toddler Room to the community?
- Send parent survey - Emily
 - Survey on summer program for family feedback
 - School survey later in the year
 - Last year: survey was sent out in December, only 17 participants
 - End of Year survey makes most sense about parent experience
 - **Thought:** if we're considering making program changes, maybe sending out a survey at that time makes sense to get parent feedback prior to making any changes
 - Surveys the board is interested in: mission/vision/ethos
 - **Question:** Some redundancy between the Survey and the Parent Poll?
 - **Question:** Should we review and modify the item on the monthly task list?
 - **To Do:** Clarity in division of roles should be worked on in the Strategic Planning meetings
 - **Suggested Discussion:** on this task list, the lack of person responsible after each bullet that's where we can have the discussion on who's doing what
- October Strategic Planning Meeting - Keith
 - date is **Friday, October 28th** from **12-4pm** at [Lucy and Co](#)
 - Kristi, Terrijo and Keith helping craft an agenda--any others interested in helping?
 - **To Do:** communication of Board Meeting Minutes to staff. No system in place and not clearly stated who is responsible for disseminating this information. Suggested that the secretary or president communicates it via email after the meeting minutes have been approved. Also, communicating the Strategic Planning meeting summary.
 - **Question:** Is there anything the staff is interested in the board tackling in the strategic planning meeting regarding mission/vision/ethos or SWOT?
- Re-instating/new committees
 - Finance committee
 - The Bylaws stipulate that the treasurer and three other board members need to be on the committee.
 - Currently have an accountant and a controller
 - **To Do:** this needs to be adhered to or the bylaws need updating.
 - **To Do:** Bylaws mentions a monthly update given from the Committee
 - Fundraising/community outreach committee
 - **To Do:** New committee should be crafted for fundraising
 - Emma potentially interested in Fundraising

- **To Do:** Call for community members for fundraising and community outreach committee
 - Ashley volunteered as Community Engagement chair
 - Begin Annual Report process (potentially with committee)
 - We're going to start this process
 - Participation in Give to the Max Day (November)
 - Theme Update: Sustainability and Going Greener
 - Emily is going to lead collecting the Board pledges
 - Toddler Room Update
 - Construction Delay: Toddler room is expected to open likely on November 7th
 - Asking the church for reprieve on the lease
 - Current enrollment status: All Day, 4 toddlers. School Day, 2 toddlers.
 - Forward looking: 2 toddler tours tomorrow, 2 toddler tours next week
 - Projections out through the end of the day: as many as 4 in January, 1 in February
 - **To Do:** Update on year end financials review and submit to Accountant
 - **To Do:** Gavin to make presentation available to the board via email after this meeting
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*****Closed/working portion*****

- **Executive Director Review Completion (8:15-10:06)**
 - Executive committee shares end of year review of the ED
 - Salary discussion
 - **VOTE**
 - Goal-setting with Executive Director

Keith Johns moves to approve the executive committee's proposed compensation package to the Executive Director.

Ricardo McCurley Seconds.

Motion passes at 10:03 pm.

Keith Johns moves to approve the \$1025 bonus to add to ED's compensation for the previous year of work, June 2021-May 2022.

Corrine Ivanca Seconds.

Motion passes 10:04 pm.

Looking ahead: Planning needs & action items

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

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

Meeting adjourns (10:07 pm)