



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

Board Meeting Minutes

November 16, 2022

Board Guiding Documents

[Board Monthly Task List](#)

[Board Guiding Document \(2022-23 WIP\)](#)

[Bylaws](#)

Attending: Emily Erickson (Executive Director), Keith Johns (President), Jessamay Pesek (Secretary), Erica Mellum (staff), Heidi Hodorowski, Ashley Paguyo, Terrijo Mikulich (Vice President), Emma Murano, Kristi Curme, Ricardo McCurley, Charlotte Thompson, Kelly Olson, Gavin Poindexter (Treasurer)

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

Approve last meeting's minutes **HERE** from October 2022 (internal board minutes).

Approve public meeting minutes [HERE](#) from October 2022 for posting on the website

Keith Johns moves to approve the consent and internal minutes.

Seconded.

Motion passes at 7:06 pm.

Open Table (7:05-7:08) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

- Kristi Curme: Should we have a timekeeper for our board meetings? Yes. Kristi will serve in this role to help keep us on track with time.
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Director Updates (7:09-7:18)

- See Emily's monthly report emailed to Board Members this week.
 - Welcome Toddlers! The toddler room is open. We are still enrolling toddlers and have space open.
 - Director's Goal. Diversify income streams.

- Emily applied for the CACFP. Allows us to use federal funds for food and food service. Additional funds not used may be used for other items. Hopeful to start funds at the start of 2023.
 - GTTM: Currently at \$1,035. Tomorrow (Nov 17) Give to the Max.
 - Enrollment: Will discuss the toddler room later in the meeting when discussing financials.
 - Current Open Position: One open position for staffing (after-school toddler assistant)
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Board task list and revisits (7:19- 8:03 pm)

- Strategic Planning Meeting Recap
 - Revisit mission/vision progress
 - Keith shared info on the mission and vision with staff, and is awaiting feedback. Emily plans to discuss with the staff soon. She has a plan to post info and gather staff feedback.
 - Will revisit again early next year to finalize Heatwood's mission and vision.
 - And, we will also further discuss the principles and values to support the mission and vision.
 - Revisit strategic goals and objectives
 - Further refine goals and objectives using SMART (specific, measurable, attainable, relevant, time-based)
 - Prioritize strategic goals and objectives
 - Next steps: Question to all, Anyone wish to support this work? Or is this an executive committee task?
 - Terrijo volunteered to do the first draft of the goals and objectives. The executive committee will review at their next executive committee meeting.
 - Revisit SWOT analysis
- Restructuring our meeting minutes to include notes and one set of public meeting minutes
 - Examine/improve the process of dissemination to staff
 - Erica shared she liked that the board president directly shared the strategic planning minutes with the staff, and appreciates the minutes being shared.
 - Ways to expedite approving the minutes--vote by email
 - Discussion. One set of minutes, supplemented with any notes to capture any more sensitive or private information.
 - Proposal: Secretary to send out minutes within 48-hours. Board would vote to approve minutes by email.
 - Discussion: Should we have a designated note-taker during the public session allowing the secretary to be more engaged during the meeting?

- Update: Noah may now update the website. Caitlin no longer needs to update the website.
- Discussion: What is included in the closed/private discussion and what is included in the public discussion?
 - Moving forward: Have a document or policy that defines what is public and private portions of the board meeting. Keith will look into this and make a suggestion.
 - Minutes Plan:
 - Secretary sends out board minutes to the board within 48-hours.
 - Board votes to approve the minutes within the week.
 - Approved minutes send out to staff and board by the following Wednesday (one week after meeting)
 - Minutes will be shared with staff and the public. Post the minutes to Heartwood website.
- Request, Erica and Montessori Onboarding process. Erica requests to review and update the onboarding Montessori materials.
 - Keith will send the current document to Erica.

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

Committee Updates (8:05-9:08)

- Call for volunteers for committees below. A board member needs to chair.
 - Individuals on the committee do not need to be board members.
 - We need volunteers.
 - Three current committees: Community Engagement, Fundraising, and Finance Committees.
- Committee updates
 - **Community engagement committee**
 - Current: Ashley; Ashley agreed to Chair this committee.
 - Emma may join.
 - **Request:** At the next parent/curriculum night, request to attend and to call for committee and board membership. May Ashley have some time to share about engagement opportunities and committee work? Erica will connect with Ashley to discuss options in presenting at future parent/curriculum night.

- Emily also invited Ashley to share info about the community engagement committee in a section in the Monthly newsletter.
 - Social Media Discussion and Engagement. Who has ownership. We can post, etc.? Something to discuss moving forward.
- **Fundraising committee** (currently no one serves on this committee). Currently only GTTM is our primary fundraiser.
 - Emily is willing to serve on this committee.
 - Heidi Hodorowski is willing to serve and to possibly chair this committee.
 - The committee may manage the GTTM campaign, but also should take on other initiatives.
 - Board discussion: How to do a final push for GTTM?
 - Suggestions:
 - Like and share posts on Facebook and social media.
 - Share with friends and family. Write a personal note or message to ask for donations and why it matters.
 - To do: tag/connect with local neighborhood connections.
 - Future goal: Continue to increase connections with the community.
- Finance committee
- Currently Gavin and Emily are on the finance committee.
 - Kristi Curme volunteers to join.
 - Budget update
 - Budget amendment
 - revisit approved expenditures
 - Gavin shared the YTD budget vs actuals and highlighted several items.
 - Toddler enrollment
 - Current: We have 5 toddlers currently enrolled.
 - Thanks to the finance committee. We are grateful for the efforts.
 - Do we need any amendments or votes?
 - Do we need to vote to limit spending/costs? At this time, no.
 - Looking ahead: Need to discuss tuition and assumed enrollment.
 - Plan: Revisit the budget again next month.

Meeting adjourns at 9:08 pm

Looking ahead: Planning needs & action items

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

January

- Draft Annual Report
- Annual Work Meeting
 - Bylaw review (review minutes)
 - Review guiding documents (Board Monthly Task List, Communication Guidelines, Board & Director Roles)
 - Parent Poll

February

- Open House
- Approve staff contracts for the following year for existing staff
- Board Self Assessment
- Engage in ABAR Education
- Present proposed budget for next fiscal year; including tuition increase and compensation changes, including administrators. To be approved in March.
- Publish Annual Report

March

- Approve proposed budget for next fiscal year
- Approve school calendar for following school year
- Nominate new officers and board members
- Open House
- Discuss Annual Licensure Visit: Needs and Preparation (Licensor visits sometime during second quarter (April - May))

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