



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

Board Meeting Minutes

January 18th, 2023

Board Guiding Documents

[Board Monthly Task List](#)

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

[Bylaws](#)

Attending: Jessamay Pesek (Secretary), Ashley Paguyo, Emma Murano, Heidi Hodorowski, Emily Erickson (Executive Director), Terrijo Mikulich (Vice President), Kristi Curme, Gavin Poindexter (Treasurer), Keith Johns (President), Charlotte Thompson, Molly Each, Erica Mellum (Lead Guide, Director of Pedagogy)

Welcome/Start from Keith (7:05 - 7:07)

Open Table (7:07-7:07) 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 the open table.

Board Member Welcome (7:08 - 7:15 pm)

Possible new board member: Molly Each. Molly provided an intro, and the Board Members made intros. We will hold a vote to elect Molly to Board later in the meeting.

Director Updates (7:16-7:28)

- See Emily's monthly report. Summary of topics:
 - Monthly toddler update: Searching for a full-time afternoon assistant.
 - Enrollment update of toddler room and children's house..
 - Food Program Update (CACFP): Final approval visit is this Friday, 1/20.
 - Mission and Vision work (from staff). At a staff meeting, Emily told staff about the work and shared words from the board strategic board meeting and parent poll. Staff shared written responses to two prompts that were posted on large paper in a staff common area.

- Request: Also get feedback/comments about the proposed mission and vision statements from the staff. Erica will add this to the February Board Meeting.
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Board task list and revisits (7:28-7:50)

- Mission/Vision updates
 - Keith shared a document from our strategic meeting.
 - Terrijo shared Heartwood Goals 22/23 (December 2022 we first reviewed this document at a Board Meeting); Heartwood Goals Document saved in Heartwood Drive. Aim to routinely share and discuss this document at Board meetings.
- Draft Bi-Annual Report: Biennial report is a snapshot of where we are/provides a snapshot. Lists out staff members and board Members.
 - Call for volunteers: Keith Johns will guide this effort. Email Keith if you are interested. Heidi volunteered she would assist.
 - Keith requests that the finance committee provide financials and share graphics; and Emily to share operational related info (staffing, enrollment, etc.)
 - 2021 report
https://heartwoodmontessorinempls.files.wordpress.com/2021/12/hms_biennial_report_2021.pdf

Committee Updates (7:50-8:00)

- Committee membership (Board members required to serve on a committee)
- Committee updates
 - Executive committee (KJ, TM, GP, JP)
 - Community engagement committee (AP, ED)
 - Parent poll updates: Ashley and Emma have a first draft, we will soon send it out to the Board for review, and plan to send it out to family members to complete the survey. Aim: To have all info collected by early Feb.
 - Parent poll focus: Gain community feedback on mission and vision, collect info about enrollment and summer program.
 - Fundraising committee (ME, TM)
 - Plan: Spring or summer event.
 - Molly and Ashley will connect about the parent/community poll to discuss adding some questions focused on fundraising.
 - Finance committee (GP, KC, EE, HH)
 - Budget updates

- **Board Member Vote**

- **Motion:** Keith moves to approve Molly Each to serve on the Heartwood Board of Directors pending background approval.
- Kristi seconds.
- **Motion passes at 8:00 pm.**

*****closed/working portion*****

Proposed Budget Discussion (8:02-9:03)

- Proposed budget for 22/23 school year
 - Discussed the budget in detail.
 - Continued the 2023/2024 Tuition discussion
 - Reviewed comparable schools and tuition costs.
 - Vote on the proposed budget to be held at the next Board Meeting: February 15th. Emily plans to send re-enrollment contracts immediately after the February meeting.
- Toddler
 - Toddler room budget adjustment
 - **VOTE:** whether to increase capital budget for toddler room project
 - **VOTE:** how to increase capital budget (finance committee to propose)
 - Aim of motion: Increase budget due to added toddler room-associated construction cost.
 - This is the end of the set of costs for toddler room construction.
- **Motion:** Keith moves to increase the capital budget from 125K to 140K and to increase the loan by 10K for a total loan value of 75K.
- Kristi seconds.
- **Motion passes at 8:59 PM.**

Final Conclusion/Discussion:

- Not hosting Open House this year.

Looking ahead: Planning needs & action items (8:55-9:00)

February

- Open House (Emily and Erica report no plans to hold event this year)
- 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 February.
- 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