



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

Board Meeting Minutes

February 15th, 2023

Board Guiding Documents

[Board Monthly Task List](#)

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

[Bylaws](#)

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

Gavin Arrived at 8PM.

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

- There were no items for the open table.
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Director Updates (7:20-7:19)

- See Emily's monthly report, sent via email to Board Feb 14, 2023.
 - Toddler update: Still searching for a toddler room assistant, the right person has not yet been found. The toddler room is nearer capacity.
 - No changes in Children House Enrollment.
 - Heartwood participated in "Day of the Hill" at the capitol. At the Capitol, Emily shared info about the importance of the stabilization grants.
 - The House recently passed two bills that benefit early childhood providers.
 - Lease update/Discussion of shared space.
 - Moving forward, we discussed and agreed that the director update from now on will include a standing staff update from the ED to help increase board awareness with regard to staff morale and general strategic requests from staff.
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Board task list and revisits (7:20-7:30)

- Mission/Vision Update
 - Emily provided an update regarding info about gathering additional staff input.
 - Discussion on how best to get input from the staff, or when to get input from staff. Emily and Erica suggest that no input on values or mission or vision is needed at this time.
- Review Strategic Goals *Reviewed only briefly.*
- Progress Update on Annual Report: Keith is formatting and collecting the info needed for the Annual. Call to have it be an Annual Report versus a Bi-Annual report?
 - Need to finalize plan on the cadence and timing of the report
 - Call for volunteers to support work.
 - 2021 report
 - https://heartwoodmontessorinempls.files.wordpress.com/2021/12/hms_biennial_report_2021.pdf
 - Finance committee to provide financials
 - Emily to provide operational data (staffing, enrollment, etc.)
 - Emily to find out what requirements of the published report
- Board self-assessment discussion and timeline (brief update; plan to discuss during the spring strategic planning meeting)

Committee Updates (7:30-8:10)

- Committee updates
 - Executive committee (KJ, TM, GP, JP): Provided brief update from meeting. The main item was creating the agenda. The EC meets one week prior to the Board Meeting.
 - Community engagement committee (AP, ED)
 - Parent poll presentation (Ashley presented a summary of the results). Thanks Ashley and Emma for gathering all of this feedback.
 - Heartwood Family Poll 2022-23 Summarized Results
 - Survey included info on kindergarten programming, summer program interest, enrollment needs, tuition feedback, and kindergarten discount.
 - Discussion of Montessori Engagement and Family/Community Education Opportunities:
 - Ideas/Plans:
 - Plan to have a “workshare” event where children may share work with families.
 - Record the parent education nights with families.
 - To encourage more collaboration: host a monthly Director - Open Chat. Have a board member attend.
 - Consider having more in-person events.

- Host a family pizza party event; perhaps ask for a pizza donation or food donation. In the past, Board Members volunteered to care for children during parent education nights.
 - There were several glowing reviews from the staff. Emma and Ashley plan to pull out the reviews and soon disperse with staff.
 - Add to Director Update.
 - Discussion of current practice: Parent Ambassadors/Community Classroom Point Person. Discussion of what we have been doing: Identifying a parent in each classroom to help welcome families, and support the family.
 - Fundraising committee (ME, TM)
 - Spring or summer event
 - Terrijo and Molly plan to meet and discuss plans. And, then share thoughts with the board.
 - Finance committee (GP, KC, HH, EE)
 - Budget updates
 - Monthly financials: Emily uploaded the January info into the Board, **here**.
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******closed/working portion******

Guide staff for 23/24 discussion (8:10 - 8:27)

Proposed Budget Discussion (8:27-9:13)

- School calendar presentation and vote (calendars not yet finalized by Executive Director, tabled, vote on this next month)
- Review executive leadership responsibilities
- Proposed budget for 23/24 school year
 - Continued Tuition discussion
 - Reference Montessori Comp Analysis
 - Budget discussion
 - **VOTE:** on 23/24 school budget and tuition:
 - Gavin makes a motion: Proposed new tuition costs for 2023/2024 will be
 - Half-day: current enrolled students: \$745, new half-day enrolled students \$975
 - School Day Children's House: \$1245
 - Full Day Children's House: \$1460

- Toddler Full Day: \$1855, and Toddler School Day \$1590
- Keith seconds.
- Motion passes at 9:13 pm.
- Discuss tuition communication plan and timing
 - Roles and responsibility

Meeting adjourns at 9:20 pm.

Looking ahead: Planning needs & action items

February

- 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](#)

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[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