



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

Board Meeting Minutes

March 15th, 2023

Board Guiding Documents

[Board Monthly Task List](#)

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

[Bylaws](#)

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

Open Table (7:00-7:05) Reminder that open table items requiring a vote will need to be tabled to next month's agenda and/or require a special session.

- No items for open table
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Director Updates (7:05 - 7:20)

- See Emily's monthly report (emailed to board on 3/15/2023)
 - As of 3/13 we have 10 children in toddler room
 - To the financials section, added in the "BEP" (break even point) figures. BEP does not account for other funding besides tuition or any admin expenses that need to be covered by tuition.
 - Director of Pedagogy: Position Still Open.
 - Emily will share the position with the full board.
 - Position is posted on the Heartwood website and a few other places.
 - Construction update: Finished this week. Submitting payment this week.
 - Emily reported no feedback on tuition as of now.
 - Next steps:
 - The 2023-2024 calendar needs to be finalized.

- Heartwood Staff PD Update
 - Monday, March 13: ABAR professional development; the PD went well and seemed hopeful. PD facilitated by AmazeWorks
 - Tuesday, March 14: Had artistic-creative focused PD session where staff directly participated in hands-on art based activities.
 - Erica shared having more in-person meetings. Heartwood staff meetings will be held more in person. Suggestion to have some board meetings in person. All in effort to support communication and community.
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Board task list and revisits (7:20 - 7:25 pm)

- Nominate new officers and board members
 - Review officer roles and track (President, Vice President, Secretary, Treasurer)
 - Gavin nominates himself to be treasurer.
 - Plan: Discuss more off line. Vote officers next meeting.
- Any board needs or support for the licensing visit (i.e., increased budget, liaising with church, etc.)? Site visit expected next month.
 - Any outstanding toddler room items needing attention?
 - Nothing is needed for the site visit.

Committee Updates (7:25-8:00)

- Committee updates
- *Confirm each board member is on a committee*
 - Executive committee (KJ, TM, GP, JP)
 - With the support from Heidi, working on the Annual report.
 - Met to plan the Board agenda.
 - Community engagement committee (AP, ED)
 - Next steps to parent poll
 - Discuss: Validate/finalize our mission and vision statement.
 - Board Review the information that is board focused.
 - More transparency is needed for parents to understand the work of the Director and the Board (parent education in this area)
 - Example: Providing more info about Parent Aware.
 - *FYI, the official star rating comes at the end of June 2023.*
 - Feedback/compliments to staff
 - In February, created and dropped a visual display. Shared positive feedback with staff along with coffee and pastries.

- Fundraising committee (ME, TM)
 - Event planning updates
 - Organized by “low lift”, “medium lift” and “heavy lift”, Ideas:
 - Low lift:
 - Bookshop.org (We could set up a page for Heartwood)
 - Gerten’s Fundraising site (30% of all plant sales to go to Heartwood)
 - Medium lift:
 - Heartwood swag; includes yard/lawns
 - Family Restaurant Night. Percentage of sales to the school.
 - Local brewery, restaurant partnership
 - Give-to-the-Max (Fall)
 - Heavy Lift
 - Heartwood Gala (seek donations, annual big event); silent auction of art of the children.
 - Northeast Parade: thinking about planning
 - Next steps: Terrijo and Molly will meet to discuss. Consider how much money we may actually earn. Next month, the fundraising committee will have a plan proposed.
- Finance committee (GP, KC, HH, EE)
 - Budget updates
 - Monthly Financials
 - Minimal updates, Improved tuition at our last meeting, did not have the call with accounting today. We have three payroll periods in March, so revenue for March will be low.
 - Loan payment for the toddler room will start next month.
 - We have started paying the full rent, and the back rent to the church now that the toddler room is open and functioning. The church allowed us to defer our payment without interest.

8:02 pm Majority vote by the board members to move to a closed board member session.

- Moving forward we need to formalize the process.
- Corinne is present to assist in facilitating.
- Erica asked to share info in our private session.

Terrijo makes a motion to move into an executive meeting with board members only.

Keith seconds.

Motion passes at 8:07 pm (approved by all)

Keith proposes a motion to allow Erica to attend the first part of the session.
Kristi seconds.
Motion passes at 8:08 pm (Approved by all)

*****closed/executive session*****

Looking ahead: Planning needs & action items

APRIL

- Vote on officers and board members
- Staff input for evaluation of Executive Director
- Follow-up on Strategic Planning Meeting
- Annual Work Meeting
 - Bylaw review (review minutes)
 - Review guiding documents (Board Monthly Task List, Communication Guidelines, Board & Director Roles)
 - Parent Poll
- Change PassPack password
- Register for NE Parade

MAY

- Year-End Celebration
- Establish Fundraising Calendar for next fiscal year
- Parent Survey

JUNE

- Revise proposed budget for next fiscal year

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