



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

Board Meeting Minutes

April 19th, 2023

Board Guiding Documents

[Board Monthly Task List](#)

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

[Bylaws](#)

Attending:

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

Open Table (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 the open table session.
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Director Updates (7:05-7:34)

- See Emily's monthly report (sent to Board via email before meeting)
 - Enrollment status
 - Enrollment for fall 2023:
 - Children's House: Half Day: 5 kids, School Day: 13 kids, Extended Day: 19 (Target: 56 students in Children's House)
 - Toddler's: 10 total
 - As usual $\frac{1}{3}$ of our students are aging out. We have 22 openings for next year.
 - Students: Capacity is 56 for children's house, 14 for toddlers
 - Summer Enrollment: 39 in June, 33 in July, 36/37 in August.
 - Staff update
 - Ashea transferring to toddlers to meet overall staffing needs.
 - Interviewing for the Director of Pedagogy Position.
 - Construction update

- Morale: Environment is positive.
 - Teacher Appreciation Week: May 8 - May 12
 - Licensing: Visit will be anywhere between 5/1 - 6/30 this year.
 - Mandating reporting and risk reduction (documents sent to the board via email); board members need to be trained every year.
 - Purpose: Must report any reasonable suspicion that something may have occurred.
 - End of year celebration update: Wed, May 24th. Will have our kindergarten graduation, and will be similar to last year. (more info will be sent to families)
 - Covid-Tax Credit (we do qualify): Emily is working with a tax firm to get final numbers. We will get the final packet, and once it is approved, we will file a form and submit the form to the IRS. Vote to approve at the next board meeting in May. Timeline: 4-6 months.
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Board task list and revisits (7:35-8:20)

- Nominate and vote on new officers and board members
 - Review officer roles and track:
 - We need two positions: Vice President and Secretary (please let us know if you are interested!)
 - Gavin Poindexter nominated to serve again as treasurer.
 - **Keith moves that Gavin serves as treasurer. Jessamay seconds. Motion passes 8:05 pm.**
 - Discussed Board Training Opportunities: ABAR and Structural Training with Propel; Aim: to reconsider our Board Structure and review Bylaws. During the board meeting, we had a conversation about the next steps. Heartwood staff and teachers have used AmazeWorks for ABAR training. Prioritize Propel first, and then second focus on ABAR training. Kristi will reach out to Propel; (<https://www.propelnonprofits.org/>)
- Discuss and Vote on conflict of interest policy (Question on the 990); we need to get one approved so our taxes may be filed. Emily will send it out to the board so we can review, edit, and approve.
- Schedule Annual Board Work Meeting (*update*: Scheduled Friday, May 19th). Keith will send out a Doodle Poll. Plan:
 - Bylaw review
 - Review guiding documents (Board Monthly Task List, Communication Guidelines, Board & Director Roles)
- Register for NE parade, t-shirts (need to register): NE Parade discussion: June 20th this year. The fundraising and community engagement committee have been discussing the parade planning and will get back to us at the next meeting.

- Heartwood Calendar: Emily states, much of the calendar is the same. Conference dates have been shifted. Discussion of days off and the challenge this puts on families to figure out care. Emily will look into options for staffing during the breaks. However, we want to make sure we support our staff and continue to grant them breaks.
 - **Keith makes a motion to approve the 2023-24 school year calendar. Kristi seconds. Motion passes at 8:19 pm.**

Committee Updates (8:20 - 8:30 pm)

- Committee updates
 - Executive committee: Keep an eye out for the conflict of interest policy, also look for the Doodle Poll for May Board Meeting.
 - Community engagement committee: Emma is going to step in to serve as chair for the community engagement committee.
 - Ashley Paguyo: Questions about next steps with the community poll (Plan: discuss next steps at our strategic planning meeting)
 - Emma: Teacher Appreciation gifts, send Venmo donations to Emma.
 - Fundraising committee
 - Event planning updates
 - Terrijo, Emma, Molly, and Ashley will meet next week to discuss ideas (examples: local brewery, online bookstore).
 - How many Heartwood signs? In the past, we requested a \$10 donation per sign. Emily and Erica to locate the signs.
 - Finance committee
 - Budget updates
 - Enrollment numbers are on track.

Move to closed meeting: 8:30 pm

- Discussion to move to a closed board member session. Information will be shared with Emily and Erica as necessary.
- Terrijo makes a motion to move to a board only meeting for the remainder of this meeting. Heidi seconds. Motion passes.

*****closed session for board members*****

Looking ahead: Planning needs & action items

May

- Year-End Celebration
- Establish Fundraising Calendar for next fiscal year
- Parent Survey (from ED)
- Discuss: Secretary and Vice President (These are both open positions.)

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