

HARMONY SCHOOL  
Board Meeting Minutes  
January 9, 2019

Present: Urica Floyd, Debbie Holmes, Dawn Stoner, Tim Van Den Berg

The meeting was called to order at 3:32 pm in the Harmony School library.

**Approval of Minutes**

November 2018 and December 2018 board meeting minutes were approved.

**Old Business**

**Construction**

Mr. Van Den Berg will meet with Peck Drennan, the architect, and engineers next week and suggested scheduling and promoting the parent meeting after the meeting with the engineers. Mr. Drennan will present at the February board meeting. Mr. Van Den Berg will follow up with Mr. Drennan regarding a temporary plan for the drive way.

**Parent Meeting- Construction Update**

A parent meeting will be set for February 2019 instead of January 2019 to update parents about the construction project. A specific date will be determined after the meeting with the architect and engineers the week of 1/14/19.

**Wild Apricot**

Debbie Holmes reported that Reshma Lustman has subscribed to a 30-day free trial of Wild Apricot for research purposes.

**BCBS Insurance Estimates for Part-Time Employees and Family Plans**

Reshma Lustman will contact BCBS regarding estimates.

**2019 Budget**

Natalie O'Bradovich with Lamplighter Accounting will meet with Harmony staff in January to finalize the budget. She will also provide the 2018 financial report.

**EPA Asbestos Inspection and Management Plan**

Tim Van Den Berg will send a status update to the EPA to inform them of Harmony School's progress regarding the required inspection.

**New Board Member**

Tim Van Den Berg will follow up with Ms. Angie Cole, the legal director for CASA, regarding board membership.

The meeting adjourned at approximately 4:25 pm. The next meeting is scheduled for February 6, 2019 at 3:30 pm in the Harmony School library.

### Action Items

- **Meet with Peck Drennan and engineers the week of 1/14/19-** Tim Van Den Berg
- **Consult with Mr. Drennan regarding a temporary plan for the driveway-** Tim Van Den Berg
- **Set a February 2019 meeting date where the board can update parents-** Not assigned (1/9/19 and 12/5/18 board meeting)
- **Research Wild Apricot-** Reshma Lustman (1/9/19 and 12/5/18 board meeting)
- **Develop list of maintenance needs-** Reshma Lustman (1/9/19 and 12/5/18 board meeting)
- **Obtain estimates from BCBS for part-time employees and family plans-** Reshma Lustman (1/9/19 and 12/5/18 board meeting)
- **Finalize the 2019 budget-** Reshma Lustman supported by Tim Van Den Berg
- **Send out the 2018 year-end financial report-** Tim Van Den Berg
- **Obtain a copy of the strategic planning report from the Weathers Group-** Dawn Stoner
- **Send a status updated to the EPA-** Tim Van Den Berg
- **Prepare agenda for January 13<sup>th</sup> strategic planning session-** Dawn Stoner (1/9/19 and 12/5/18 board meeting)
- **Follow-up with Ms. Cole regarding board membership-** Tim Van Den Berg (1/9/19 and 11/7/18 board meeting)
- **Review and suggest any edits to the entrance policy-** All board members
- **Install the Ring system-** Reshma Lustman

### Outstanding/On-Going Items

- **Coordinate on-going construction plans-** Tim Van Den Berg
- **Develop a Records Retention Policy for board e-mails-** Not assigned (6/8/18 board meeting)
- **Provide a quarterly board report for the parent newsletter-** Not assigned (12/5/18 board meeting)

### Upcoming Dates:

January 18- Jen Peterman's Montessori Middle School Master's Presentation @ 7:00 p.m.

February 6- Board Meeting at 3:30 pm at Harmony School

February 19- Harmony Open House from 6:30 p.m. until 8:00 p.m.

Minutes submitted by:

Dawn Stoner

Adopted by the Board during the meeting on:

February 6, 2019