

HARMONY SCHOOL

Board Meeting Minutes

February 6, 2019

Present: Jennifer Ellmore (parent) Debbie Holmes, Mary Reaves (parent), Dawn Stoner, Tim Van Den Berg

- I. The meeting was called to order at 3:39 pm in the Harmony School library.
- II. The agenda was approved.
- III. The minutes were approved.
- IV. Reports
  - a. Executive Director
  - b. School Administrator
    - i. Wild Apricot  

The Board requested Reshma Lustman to research the fee for the program and report back to the Board.
    - ii. BCBS Estimates  

The Board requested Reshma Lustman to clarify the annual cost to Harmony and report back to the Board. The Board will consider a future presentation by the BCBS representative and will review the budget to determine if it can allow for this offering.
    - iii. Donation  

The Board accepted the donation from Douglas Woodbrown.
  - c. Finance
    - i. The 2019 budget is approved.
- V. Old Business
  - a. Construction Update
    - i. Tim Van Den Berg reports that Peck Drennan, architect, will be present for the February 15<sup>th</sup> construction update meeting with parents. The Board should consider how to disseminate the information to parents who are not able to attend the meeting.
  - b. EPA Asbestos Management Plan
    - i. Tim Van Den Berg continues to work with Lee Cappell of ABS to obtain an estimate for the required inspection. A status update has been provided to the EPA in multiple forms of communication.
- VI. Announcements
  - a. February 15- Parent Construction Update at 6:00 p.m.
  - b. February 19- Harmony Open House from 6:30 p.m. until 8:00 p.m.
  - c. February 24- Board Strategic Planning Session from 2:00 p.m. until 4:00 p.m.

- IX. The meeting adjourned at approximately 4:27 pm. The next meeting is scheduled for March 6, 2019 at 3:30 pm in the Harmony School library.

#### **Action Items**

- **Research the fee for Wild Apricot-** Reshma Lustman
- **Clarify the annual cost of the BCBS estimate-** Reshma Lustman
- **Determine how to disseminate the construction update to parents who cannot attend-** Not assigned
- **Obtain estimate from Lee Cappell-** Tim Van Den Berg

#### **Outstanding/On-Going Items**

- **Coordinate on-going construction plans-** Tim Van Den Berg
- **Prepare agenda for February 24<sup>th</sup> strategic planning session-** Dawn Stoner
- **Develop a Records Retention Policy for board e-mails-** Not assigned (6/8/18 board meeting)
- **Review and suggest any edits to the entrance policy-** All board members (1/9/19)
- **Consult with Mr. Drennan regarding a temporary plan for the driveway-** Tim Van Den Berg (1/9/19)
- **Follow-up with Ms. Kohel regarding board membership-** Tim Van Den Berg (1/9/19 and 11/7/18 board meeting)