

HARMONY SCHOOL

Board Meeting Minutes

March 6, 2019

Present: Urica Floyd, Debbie Holmes, Reshma Lustman, 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 February minutes were amended to include parent attendees Mary Reaves and Jennifer Ellmore.
- IV. Reports
  - a. Executive Director
    - i. Completed a review of campus and reported no additional maintenance issues.
  - b. School Administrator
    - i. Wild Apricot
      1. No new report
    - ii. BCBS Estimates
      1. No new report
    - iii. Facility Maintenance
      1. No new maintenance issues reported. The following maintenance issues have been repaired: broken swing, board on back playground wall, door knob to Debbie's portable, wooden board on playground, wooden border around Climbing Tree, HVAC system in Elementary Building, and the leak in the sprayer in Elementary Building sink. Holes around the portable front porch will be addressed at the March 24<sup>th</sup> work day. Two maintenance items are outstanding, including the cracked Plexiglas on the gate door and a missing plank on a picnic bench.
    - iv. Parent Volunteer Survey
      1. Urica Floyd will combine two drafts of a parent interest survey into Google forms format by March 13, 2019.
    - v. The Board of Directors voted that Harmony School will display pinwheels in aid of Child Abuse Prevention Month.
    - vi. Summer and Fall contracts have been distributed to parents. Reshma Lustman will provide an enrollment report at the next board meeting.
    - vii. Midlands Gives will be held Tuesday, May 7, 2019.
  - a. Finance
    - a. No report
- V. Old Business
  - a. Construction Update
    - i. Peck Drennon and Tim Van Den Berg will meet on Friday, March 8, 2019 with a potential contractor.

- ii. Engineer has talked with the Department of Transportation about water remediation work to be done on site, but he still needs to meet with a different DOT employee regarding water remediation issues from the road.
    - iii. At least one portable will need to be moved during construction. Reshma Lustman has requested two quotes for movement of the portable and will follow up to obtain them.
    - iv. Reshma Lustman will update DSS regarding the construction status.
  - b. EPA Asbestos Management Plan
    - i. Tim Van Den Berg received an estimate from Lee Cappell regarding the standard EPA-required inspection. A status update has been provided to the EPA in multiple forms of communication.
  - c. Board Membership
    - i. Angie Kohel has declined membership.
  - d. Strategic Plan
    - i. Board members tracked the progress of current tasks. The next strategic planning meeting will be held on March 23<sup>rd</sup> at 1:00 p.m.
- VI. New Business
  - a. No new business reported.
- VII. Announcements
  - a. March 23- Board Strategic Planning Session from 1:00 p.m. until 3:00 p.m.
  - b. March 24- Harmony Work Day at 1:00 p.m.
- VIII. Executive Session
  - a. An executive session was not needed.
- IX. The meeting adjourned at approximately 5:00 pm. The next meeting is scheduled for April 3, 2019 at 3:30 pm in the Harmony School library.

### Action Items

- **Facility maintenance issues-** Reshma Lustman and Debbie Holmes
- **Create parent interest survey-** Urica Floyd
- **Obtain quotes for movement of the portable-** Reshma Lustman
- **Update DSS regarding the construction status-** Reshma Lustman
- **Coordinate asbestos inspection with Lee Cappell-** Tim Van Den Berg

### Outstanding/On-Going Items

- **Research the fee for Wild Apricot-** Reshma Lustman (2/6/19, 3/9/19)
- **Clarify the annual cost of the BCBS estimate-** Reshma Lustman (2/6/19, 3/6/19)
- **Coordinate on-going construction plans-** Tim Van Den Berg
- **Prepare agenda for March 23<sup>rd</sup> strategic planning session-** Dawn Stoner (3/6/19)
- **Develop a Records Retention Policy for board e-mails-** Not assigned (6/8/18)
- **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)