

HARMONY SCHOOL

Board Meeting Minutes

April 3, 2019

Present: Urica Floyd, Debbie Holmes, Reshma Lustman, Dawn Stoner

- I. The meeting was called to order at 3:41 pm in the Harmony School library.
- II. The agenda was approved.
- III. The March minutes were amended and approved.
- IV. Reports
 - a. Executive Director
 - i. Facility Maintenance
 1. One board needs to be replaced on the elementary building porch.
 - b. School Administrator
 - i. Facility Maintenance
 1. The Excel maintenance list has been updated and the repairs are in progress.
 - ii. Parent Interest Survey
 1. Urica Floyd updated the Parent Interest Survey and will re-send link. Board members will review and suggest edits, if needed.
 - iii. Quotes for Movement of Portables
 1. Reshma Lustman requested quotes but has not received a response.
 - iv. DSS Update regarding Construction Status
 1. No new report. Reshma Lustman will provide a construction update to the DSS representative.
 - v. Enrollment Report
 1. Harmony has currently enrolled 38 pre-school and 14 elementary students for the fall. Summer enrollment will most likely be full at 42 pre-school and 22 elementary students.
 2. Urica Floyd will develop an exit survey for families who have decided not to return.
 - vi. Promo Video
 1. Reshma is meeting with David Rowell on 4/4/19 to begin the process of creating a video to be used for marketing and fundraising. The video is sponsored by a parent.
- V. Old Business
 - a. Construction Update
 - i. No new update.
 - b. EPA Asbestos Management Plan
 - i. No new update.

- c. Strategic Plan
- d. Wild Apricot
 - i. Harmony will continue to subscribe to the free account until we are more familiar with the platform and what aspects we can use.
- e. BCBS Estimates
 - i. No new report
- VI. New Business
 - a. No new business reported.
- VII. Announcements
 - a. April 15-19- Spring Break
 - b. April 23rd at 4:45 pm- Strategic Planning Session
 - c. April 26- Harmony Ice Cream Social and Fundraiser at Baskin Robbins
 - d. April 27-28- Harmony Camp Out at Sesquicentennial Park
 - e. May 7- Midlands Gives
- VIII. Executive Session
 - a. An executive session was not needed.
- IX. The meeting adjourned at approximately 4:50 pm. The next meeting is scheduled for May 1, 2019 at 3:30 pm in the Harmony School library.

Action Items

- **Finalize parent interest survey-** All board members
- **Prepare agenda for April 23rd strategic planning session-** Dawn Stoner
- **Develop an exit survey for families who have decided not to return-** Urica Floyd

Outstanding/On-Going Items

- **Facility maintenance issues-** Reshma Lustman and Debbie Holmes
- **Obtain quotes for movement of the portable-** Reshma Lustman (3/6/19)
- **Update DSS regarding the construction status-** Reshma Lustman (3/9/19)
- **Coordinate asbestos inspection with Lee Cappell-** Tim Van Den Berg
- **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
- **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)