

HARMONY SCHOOL

Board Meeting Minutes

May 1, 2019

Present: Peck Drennan, Urica Floyd, Debbie Holmes, Reshma Lustman, Dawn Stoner and Tim Van Den Berg

- I. The meeting was called to order at 3:35 pm in the Harmony School library.
- II. The agenda was amended and approved.
- III. The April minutes were approved.
- IV. Construction Update
 - a. Harmony is working to secure a general contractor partner.
 - b. The new building will accommodate 60 pre-school and kindergarten students.
 - c. Tim Van Den Berg has begun the process of securing funds now that a project estimate is in sight.
 - d. Harmony must approach the Department of Transportation (DOT) regarding water remediation issues, while concurrently moving forward with construction. Peck Drennan and Tim Van Den Berg will contact the DOT representative for a one-on-one meeting. DOT will be invited to a meeting including Harmony and the neighboring businesses that were also impacted by flooding.
- V. Reports
 - a. Executive Director
 - i. Facility Maintenance
 1. No new report
 - b. School Administrator
 - i. Facility Maintenance
 1. The maintenance spreadsheet continues to be updated and maintenance concerns continue to be addressed.
 - ii. Parent Interest Survey
 1. No new report
 - iii. Quotes for Movement of Portables
 1. Reshma Lustman and Tim Van Den Berg will make contacts for estimates.
 - iv. Enrollment Report
 1. There is one remaining spot open for the summer program. The summer program will be full at 42 preschool and 22 elementary students. There are approximately 8 open preschool spots for the fall.
 2. Harmony is looking to fill a third pre-school classroom for the summer of 2020. Reshma Lustman will request a non-binding letter of interest for summer of 2020 enrollment.
 - v. Midlands Gives
 - c. Finance
- VI. Old Business
 - a. EPA Asbestos Plan

- i. An inspection report should be available soon.
 - b. Strategic Plan
 - i. Next strategic planning meeting: June 2, 2019 at 4:00 p.m.
 - c. BCBS Estimates
 - i. No new report
- VII. New Business
 - a. Camp Gravatt student donation was discussed.
- VIII. Announcements
 - a. May 7- Midlands Gives
- IX. Executive Session
 - a. An executive session was not needed.
- IX. The meeting adjourned at approximately 5:40 pm. The next meeting is scheduled for June 5, 2019 at 3:30 pm in the Harmony School library.

Action Items

- **Consult with DOT-** Tim Van Den Berg and Peck Drennan
- **Prepare agenda for June 2nd strategic planning session-** Dawn Stoner
- **Obtain quotes for movement of the portable-** Reshma Lustman and Tim Van Den Berg (3/6/19, 5/1/19)
- **Request a non-binding letter of interest for summer of 2020 enrollment-** Reshma Lustman
- **Coordinate asbestos inspection with Lee Cappell-** Tim Van Den Berg

Outstanding/On-Going Items

- **Facility maintenance issues-** Reshma Lustman and Debbie Holmes
- **Coordinate on-going construction plans-** Tim Van Den Berg
- **Finalize parent interest survey-** All board members (4/3/19)
- **Develop an exit survey for families who have decided not to return-** Urica Floyd (4/3/19)
- **Clarify the annual cost of the BCBS estimate-** Reshma Lustman (2/6/19, 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)