

HARMONY SCHOOL

Board Meeting Minutes

June 5, 2019

Present: Urica Floyd, Debbie Holmes, Reshma Lustman, Rachael McNally, 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 May minutes were amended and approved.
- IV. Reports
 - a. Executive Director
 - i. Facility Maintenance
 - b. School Administrator
 - i. Facility Maintenance
 1. Continues to update the online report.
 - ii. Parent Interest Survey
 1. The survey has been finalized. Reshma Lustman will send the survey to parents this week.
 - iii. Quotes for Movement of Portables
 1. Tim Van Den Berg has requested the estimate for moving portables.
 - iv. Enrollment Report
 1. Summer enrollment is full at 42. Fall enrollment is at 32 (pre-school), 8 (5K) and 15 (elementary).
 2. Reshma Lustman will create a flyer for distribution and advertise on social media to recruit 3K students.
 - v. Non-binding letter of interest for 2020
 1. Reshma Lustman will collect this information to show an historical trend for enrollment. Also, she will look at pre-flood numbers to show the potential for after construction enrollment numbers.
 - vi. Camp Gravatt
 1. Reshma Lustman suggested requiring payments throughout the year rather than requiring the full \$200+ at the end of the school year.
 - vii. Oyster Roast
 1. November 9, 2019 was proposed as the date for the Oyster Roast.
 2. Location was discussed. A new location will be required if construction has been initiated. City Roots and the Brewery were discussed as an option. Rachael McNally will inquire with both about pricing.
 3. Reshma Lustman will photograph the next Oyster Roast for marketing purposes.
 - viii. Parent Fundraising Goal
 1. An idea was presented to use the Baskin Robbins funds for a small project that the parents choose through voting.

- c. Construction Update
 - i. General Contractor
 - 1. Financing needs to be secured.
 - ii. Financing
 - 1. The lender will require Harmony to show two years of historical data of school funding. Also, need to raise an additional \$75-100K for the down payment. Will explore getting investors in \$5,000 increments to have the equity that the bank requires. Need to identify potential investors. Money will be held and insured by the bank.
 - iii. Department of Transportation
 - 1. No new report
 - d. Finance
- V. Old Business
- a. EPA Asbestos Plan
 - i. A report has been submitted and no further action is required at this time.
 - b. Strategic Plan
 - i. Next meeting: Sunday, July 7 at 4:00 p.m
 - c. BCBS Estimates
 - i. No new report. Re-visit during the 2020 budget cycle.
 - d. Exit Survey
 - i. Reshma Lustman will distribute within the next week.
- VI. New Business
- VII. Announcements
- VIII. Executive Session
- a. An executive session was not needed.
- IX. The meeting adjourned at approximately 4:42 pm. The next meeting is scheduled for July 10, 2019 at 3:30 pm in the Harmony School library.

Action Items

- **Collect and scan facility documents for strategic planning goal by 7/15/19**- All board
- **Inquire with City Roots and the Brewery about using space for the Harmony Auction**- Racheal McNally
- **Create a flyer and advertise on social media to recruit 3K students**- Reshma Lustman
- **Send Parent Interest Survey**- Reshma Lustman
- **Collect data for enrollment trends**- Reshma Lustman
- **Distribute exit survey for families who have decided not to return**- Reshma Lustman

Outstanding/On-Going Items

- **Facility maintenance issues**- Reshma Lustman and Debbie Holmes
- **Obtain quotes for movement of the portable**- Reshma Lustman (3/6/19), Tim Van Den Berg
- **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)