

HARMONY SCHOOL

Board Meeting Minutes

July 10, 2019

Present: 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 approved.
- III. The June minutes were amended and approved.
- IV. Reports
 - a. Executive Director
 - i. Facility Maintenance
 1. Picnic table needs repair.
 - b. School Administrator
 - i. Facility Maintenance
 1. Fire extinguishers and emergency lights were inspected and repaired as needed.
 2. Reshma Lustman continues to update the online report.
 3. Storage space and filing cabinets are needed for school records.
 - ii. Parent Interest Survey
 1. The survey has been finalized. Mrs. Lustman sent the survey to parents in June. Twenty-three responses were received. She will send the survey out again to collect more responses.
 - iii. Exit Survey
 1. Urica Floyd will draft the exit survey by July 31, 2019.
 - iv. Quotes for Movement of Portables
 1. Tim Van Den Berg will coordinate an estimate for moving portables the week of August 12-17.
 - v. Enrollment Report
 1. Only one spot is available for fall enrollment.
 - vi. Non-binding letter of interest for 2020
 1. Reshma Lustman sent out requests to approximately half of the waiting list and will continue to send the others and follow-up on responses.
 2. Social media post: "Now registering new enrollees for Fall of 2020"
 3. Reshma Lustman will collect enrollment records as far back as 2014.
 - vii. Oyster Roast
 1. The administrative staff continues to explore potential locations.
 2. The first parent meeting will be held at the end of July.

- c. Finance
- V. Old Business
 - a. Construction Update
 - b. General Contractor
 - i. Progress on the scope of work and financing continues.
 - c. Financing
 - i. A list of potential investors was brainstormed. A plan to recruit investors will need to be developed.
 - d. Department of Transportation
 - 1. No new report
 - e. Strategic Plan
 - i. Succession Planning
 - 1. Dawn will create a scope of work for Jen Peterman who will audit and edit Harmony procedures, policies, employee handbook, the "Debbie Guidebook," etc.
 - 2. Debbie Holmes will ask Terry Tatum to transcribe handwritten curriculum notes.
 - ii. Next strategic planning meeting: Sunday, August 25 at 4:00 p.m
- VI. New Business
 - i. Marketing and Website Update
 - 1. Reshma Lustman will update board bios on the website.
 - 2. Urica Floyd will edit the bios for grammar and punctuation.
- VII. Announcements
 - a. August 19th- First day of school
 - b. August 21st- Parent Meeting
- VIII. Executive Session
 - a. An executive session was not needed.
- IX. The meeting adjourned at approximately 4:45 pm. The next meeting is scheduled for August 7, 2019 at 3:30 pm in the Harmony School library.

Action Items

- **Create a scope of work for Jen Peterman-** Dawn Stoner
- **Re-send Parent Interest Survey-** Reshma Lustman
- **Collect data for enrollment trends and send non-binding letter of interest-** Reshma Lustman
- **Create exit survey for families who have decided not to return-** Urica Floyd (Deadline: 7/31/19)
- **Coordinate estimate for movement of portables-** Tim Van Den Berg
- **Ask Terry Tatum to transcribe curriculum notes-** Debbie Holmes
- **Update board bios on the website-** Reshma Lustman
- **Edit board bios for grammar and punctuation-** Urica Floyd

Outstanding/On-Going Items

- **Facility maintenance issues-** Reshma Lustman and Debbie Holmes
- **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)

Minutes submitted by:

Dawn Stoner

Adopted by the Board during the meeting on:

August 7, 2019