

HARMONY SCHOOL

Board Meeting Minutes

August 7, 2019

Present: Urica Floyd, Debbie Holmes, Reshma Lustman, Rachael McNally, Jen Peterman, 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 July minutes were approved.
- IV. Old Business
 - a. Strategic Plan
 - i. Succession Planning
 - Jen Peterman will review scope of work for succession planning task and will propose a rate.
 - Terry Tatum has agreed to transcribe curriculum notes.
 - ii. Next strategic planning meeting: Sunday, August 25 at 4:00 p.m.
 - b. Construction Update
 - i. General Contractor
 - No new update
 - ii. Financing
 - Tim Van Den Berg continues to pursue lending partners.
 - iii. Department of Transportation
 - No new update
 - iv. Quotes on movement of portables will be obtained the week of August 11, 2019.
- V. Reports
 - a. Executive Director
 - i. Facility Maintenance
 - HVAC system in the Elementary Building has been replaced.
 - Toilets have been repaired.
 - Picnic table was repaired.
 - b. School Administrator
 - i. Facility Maintenance
 - Storage space has been set up in the Elementary closet.
 - Reshma Lustman will purchase a chair for the office for potential student tours.
 - ii. Parent Interest Survey
 - Rachael McNally sent the survey out a second time.
 - iii. Exit Survey
 - No new report
 - iv. Enrollment Report
 - Enrollment is full for Fall 2019 with a waiting list.

- v. Non-binding Letter of Interest for 2020 Enrollment
 - Reshma Lustman continues to collect these.
 - vi. Oyster Roast
 - The event will be held on November 16, 2019.
 - The board voted to hold the 2019 Oyster Roast at City Roots.
 - Space is available at City Roots for the auction.
 - The proposed ticket price is \$60.
 - Wine auction and bling ring fundraisers will be repeated.
 - vii. Insurance policy renewal
 - No new report
 - c. Finance
 - i. Tim Van Den Berg is preparing staff pay evaluation increases for Fall 2019.
- VI. New Business
- VII. Announcements
 - Monday, August 19- First day of school
 - Wednesday, August 21- Parent Meeting at 6:30 p.m.
 - Sunday, August 25 at 4:00 p.m.- Strategic Planning Meeting
 - Tuesday, August 27- Harmony Night at Chipotle and Citadel Park
- VIII. Executive Session
 - a. Two personnel matters were discussed.
- IX. The meeting adjourned at approximately 5:10 pm. The next meeting is scheduled for September 4, 2019 at 3:30 pm in the Harmony School library.

Action Items

- **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
- **Coordinate estimate for movement of portables-** Tim Van Den Berg
- **Present Staff Pay Evaluations for Fall 2019-** 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
- **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:
September 10, 2019