

HARMONY SCHOOL

Board Meeting Minutes

October 2, 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 approved.
- III. The September minutes were approved.
- IV. Reports
  - a. Executive Director
    - i. Facility Maintenance
      - Reshma Lustman will schedule gate repair because it is not latching.
      - Boards need to be replaced on the playground in boxed areas.
    - ii. Other Reports
      - Debbie Holmes has been communicating with Jen Peterman regarding strategic planning work products.
  - b. School Administrator
    - i. Oyster Roast
      - Reshma Lustman will contact insurance company regarding event insurance.
      - Everyone will receive 3 drink tickets. Additional tickets will be reasonably priced.
      - Sponsorships currently total \$6,500 with a \$10,000 goal.
      - Fresh Market will donate side dishes.
      - Rosewood Market will be approached for a donation of potatoes and rice.
      - Fundraising Committee will pursue a food truck for the event.
      - Local Buzz will sell ice cream for the event with portions going back to the school.
      - Auction is in need of "high-ticket" items.
    - ii. Facility Maintenance
      - No additional report
    - iii. Parent Interest Survey
      - No new report
    - iv. Exit Survey
      - No new report
    - v. Enrollment Report
      - Full enrollment at pre-school
    - vi. Non-binding Letter of Interest for 2020 Enrollment
      - Reshma Lustman continues to collect these.
    - vii. Insurance Policy Renewal
      - Tim Van Den Berg will review.

- c. Finance
  - i. No new report
- V. Old Business
  - a. Strategic Plan
    - The next strategic planning meeting will be scheduled by e-mail.
  - b. Construction Update
    - i. General Contractor
      - No new update
    - ii. Financing
      - Tim Van Den Berg continues to pursue lending partners.
      - Board should revisit the investor list.
    - iii. Department of Transportation
      - No new update
    - iv. Quotes on movement of portables
      - Peck Drennan reported actions that need to occur to move the portables in preparation for construction, including needing to consolidate parcels.
      - The board voted to allow Mr. Drennan to complete the work required for an hourly fee.
      - A contractor has been identified to move the portables and reset the foundation. Quotes are pending based on the specific details which have not been finalized. A contractor is needed to complete the plumbing work after the move.
- VI. New Business
  - a. No new business
- VII. Announcements
  - a. Oyster Roast- November 16, 2019
- VIII. Executive Session
  - a. One personnel issue was discussed.
- IX. The meeting adjourned at approximately 5:05 pm. The next meeting is scheduled for November 6, 2019 at 3:30 pm in the Harmony School library.

### **Action Items**

- **Review insurance policy-** Tim Van Den Berg
- **Schedule gate repair-** Reshma Lustman
- **Revisit potential investor list-** All Board
- **Purchase restaurant style mats for elementary deck-** Reshma Lustman
- **Schedule strategic planning meeting by e-mail-** Dawn Stoner

### **Outstanding/On-Going Items**

- **Coordinate Oyster Roast-** 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

- **Coordinate movement of portables-** Tim Van Den Berg
- **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:  
November 6, 2019