

HARMONY SCHOOL

Board Meeting Minutes

September 10, 2019

Present: Rebecca Creel, Urica Floyd, Debbie Holmes, 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 August minutes were approved.
- IV. Reports
  - a. Executive Director
    - i. Facility Maintenance
      - Elementary deck has been repaired as needed. Rubber restaurant mats may prevent future damage.
    - ii. Other Reports
      - Five aftercare staff are employed.
      - Staff training is upcoming and ongoing.
      - Grandparents' Day was successful.
  - b. School Administrator
    - i. Oyster Roast reported by Rebecca Creel
      - Graphic design work was completed.
      - Oyster Roast information will be distributed through parent packets.
    - ii. No other report
  - c. Finance
    - i. Staff pay evaluation increases were implemented for Fall 2019.
    - ii. Approximately two months reserve funds are available.
- V. Old Business
  - a. Strategic Plan
    - i. Strategic Planning
      - Scope of work and hourly rate presented by Jen Peterman was approved.
      - Next strategic planning meeting was scheduled for Wednesday, September 25<sup>th</sup> at 4:45 p.m.
  - b. Construction Update
    - i. General Contractor
      - No new update
    - ii. Financing
      - Tim Van Den Berg continues to pursue lending partners.
      - Appraisals from a third party are pending.
    - iii. Department of Transportation
      - No new update
    - iv. Quotes on movement of portables

- Tim Van Den Berg met with a contractor and Peck Drennan on site regarding the movement of the portables.
  - Tim Van Den Berg contacted other contractors regarding the connection of water, sewer, power and the movement of the existing deck.
  - Quotes are pending.
- VI. New Business
- a. No new business
- VII. Announcements
- a. No new announcements
- VIII. Executive Session
- a. An executive session was not needed.
- IX. The meeting adjourned at approximately 4:40 pm. The next meeting is scheduled for October 2, 2019 at 3:30 pm in the Harmony School library.

### **Action Items**

- **Purchase restaurant style mats for elementary deck-** Reshma Lustman
- **Respond to Jen Peterman regarding her proposal-** Dawn Stoner

### **Outstanding/On-Going 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
- **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:  
October 2, 2019