

HARMONY SCHOOL

Board Meeting Minutes

November 6, 2019

Present: Urica Floyd, Debbie Holmes, Dawn Stoner and Tim Van Den Berg

- I. The meeting was called to order at 4:30 pm in the Harmony School library.
- II. The agenda was approved.
- III. The October minutes were approved.
- IV. Reports
  - a. Executive Director
    - i. Facility Maintenance
      - The gate has been repaired and currently latches.
      - Boards have been replaced on the playground in boxed areas.
      - The water fountain needs repair.
  - b. School Administrator
    - i. Oyster Roast
      - Sponsorships currently total \$7,250 with a \$10,000 goal.
      - Online gross ticket sales total \$1,970.
      - We have also received a \$250 wine sponsorship and four kegs of donated beer.
    - ii. Insurance Policy Renewal
      - Tim Van Den Berg reviewed policies and payment was submitted.
  - c. Finance
    - i. 2020 budget will be adjusted to accommodate the fluctuating construction timeline.
- V. Old Business
  - a. Strategic Plan
    - The board will consider a half day meeting on January 20, 2020 from 1 – 4 p.m. for the next strategic planning meeting.
  - b. Construction Update
    - i. General Contractor
      - Peck Drennan is working with the City of Forest Acres to seek approval for plans to move the portables.
      - A copy of the new flood survey is needed.
      - The contract forecasts five months for construction.
    - ii. Financing
      - Tim Van Den Berg continues to pursue lending partners and has submitted revised documents to lenders for review.
      - The board, administrative staff and volunteers will need to pursue investors.
    - iii. Department of Transportation
      - No new update

- iv. Quotes on movement of portables
    - Contractor who can move portables is still available for December.
- VI. New Business
  - a. Domain name renewal
    - Debbie Holmes will ask Mrs. Lustman to research Harmony's domain name renewal to determine if the current arrangement is cost effective.
- VII. Announcements
  - a. Harmony Clean Up Day- November 10<sup>th</sup>, 1 – 4 p.m.
  - b. Oyster Roast- November 16<sup>th</sup>
- VIII. Executive Session
  - a. An executive session was not needed.
- IX. The meeting adjourned at approximately 5:20 pm. The next meeting is scheduled for December 4, 2019 at 4:00 pm in the Harmony School library.

### **Action Items**

- **Schedule January 20, 2020, 1 – 4 p.m. strategic planning meeting-** Dawn Stoner
- **Schedule December 4, 2019 board meeting at 4:00 p.m.-** Dawn Stoner
- **Research domain name-** Debbie Holmes and Reshma Lustman

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

- **Revisit potential investor list-** All Board
- **Purchase restaurant style mats for elementary deck-** Reshma Lustman
- **Coordinate Oyster Roast-** Reshma Lustman
- **Collect data for enrollment trends and send non-binding letter of interest-** Reshma Lustman
- **Coordinate movement of portables-** 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)

Minutes submitted by:  
Dawn Stoner

Adopted by the Board during the meeting on:  
December 4, 2019