

HARMONY SCHOOL
Board Meeting Minutes
December 4, 2019

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

- I. The meeting was called to order at 4:08 pm in the Harmony School library.
- II. The agenda was approved.
- III. The November minutes were approved.
- IV. Reports
 - a. Executive Director
 - i. DSS Site Visit
 - An unannounced visit was made today, and all previous concerns have been addressed and cleared.
 - ii. Facility Maintenance
 - The bottom step to the portable was broken today, and the repair has been requested.
 - b. School Administrator
 - i. Oyster Roast
 - Final funding totals are not in, but the school anticipates approximately \$20,000 in proceeds.
 - There was good turnout for the event and there has been positive feedback on the venue.
 - There was an unexpected fee for the mandatory fire marshal.
 - Ideas for improvement include:
 - Provide more space and lighting for oysters.
 - Auction feedback- Place the highest cost items in the last lot, seek additional space for the auction, set up in distinct lots, print final bid numbers on site and post prior to check out, use the same set up and runner crew for item pick up and set up auction in the tent with the band.
 - May want to price shop the oysters in the future, including an option on additional boxes.
 - ii. Facility Maintenance
 - Shed needs repair. Ms. Lustman will seek estimates for the repair.
 - iii. Enrollment Report
 - We will be losing 1-2 elementary students in December.
 - Recruitment efforts should be focused on the elementary program.
 - c. Finance
 - i. Mr. Van Den Berg is preparing bonus estimates and will provide the draft to board members by 12/5/9.

- V. Old Business
 - a. Domain name renewal
 - Mrs. Lustman has attempted a contact but has not successfully discontinued the auto renewal for the domain name. It is not used and is no longer needed.
 - b. Strategic Plan
 - The board will meet on January 20, 2020 from 1 – 4 p.m. for the next strategic planning meeting.
 - The strategic planning session should include a discussion of the elementary program, strategizing around an investment plan to support construction, review of handbooks submitted by Jen Peterman and consideration of additional board members.
 - c. Construction Update
 - i. General Contractor
 - No new update.
 - ii. Financing
 - Tim Van Den Berg continues to pursue lending partners and has submitted revised documents to lenders for review.
 - There is a need to raise additional funds regardless of the chosen lender.
 - iii. Department of Transportation
 - No new update
- VI. New Business
 - a. No new business
- VII. Announcements
 - a. December 18th- Winter Festival, 7 – 8 p.m.
- VIII. Executive Session
 - a. Two personnel matters were discussed.
- IX. The meeting adjourned at approximately 5:15 pm. The next meeting is scheduled for January 8, 2020 at 4:00 pm in the Harmony School library.

Action Items

- **Plan January 20, 2020, 1 – 4 p.m. strategic planning meeting-** Dawn Stoner
- **Repair bottom step and seek estimates for shed repair-** Reshma Lustman

Outstanding/On-Going Items

- **Discontinue auto-renewal for the domain name-** Debbie Holmes and Reshma Lustman
- **Revisit potential investor list-** All Board
- **Purchase restaurant style mats for elementary deck-** 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:
January 14, 2020