

Harmony School
Board of Directors

MINUTES

February 3, 2021

4:30 p.m. via Zoom

- I. Call to Order: 4:30 p.m.
- II. Attendance: Debbie Holmes, Tim VanDenBerg, Urica Floyd, Lisa Lehman, Betsy Kleinfelder,
- III. Approval of the Agenda: The Agenda was approved as submitted.
- IV. Approval of the Minutes: The Minutes from Wednesday, January 6, 2021 approved as submitted.
- V. Harmony School and Committee Reports
 - a. Lead Teacher Report
 - i. Facility maintenance
 1. In the back of the playground is a door with a latch on it, and the boards will need to be stabilized.
 2. Playground – The insurance company is saying that mulch will need to be placed inside the box instead of sand. We will contact the insurance company to get some clarification. Will inquiry if there is an industry standard that they are following.
 3. Look into possibly using a sealant in the closet that gets moisture during a heavy rain.
 - ii. School/Teacher report
 1. Teachers are doing fine in the classroom.
 2. Still tough to get additional backup teachers in aftercare.
 3. Grade level testing for the elementary students – Will pay to have 5th graders tested and do informal testing for the other grades, because of the special circumstances due to COVID-19.
 - b. School Administrator Report
 - i. School report
 1. Will look into vaccination registrations for the teachers.
 2. Dana works on Facebook, Instagram and the wait-list.
 3. Fundraising - Working on setting up Midlands Gives and working with Betsy.
 4. Department of Education Survey Report – Will take a deeper dive and give a report later.
 5. DHEC – Lisa has sent the same report to DHEC several times and is now checking to make sure that all shot records are up-to-date.
 - ii. DSS Licensing report – Licensing has been approved and good for 2 years. Will send the DSS attendance records.
 - iii. Enrollment – Will start the enrollment contracts now.
 - c. Finance
 - i. 2021 Draft Budget – the budget is based on enrollment numbers and the final budget will be approved in the first quarter.
- VI. Old Business
 - a. Strategic Plan
 - i. Succession planning

1. Job description for Preschool/K – the description was submitted for review and will be posted for resumes in February.
 - ii. Board recruitment – To be address later. Will begin to actively recruit other board members.
 - b. Social Media Policy – submitted for review.
 - c. Construction Update – Our first step is to stabilize our enrollment to show as evidence to a lender, before we can move forward.
- VII. New Business
- a. Parent Meeting following the board meeting at 5:30 p.m.
- VIII. Parent Volunteer Committee Reports (plan to report at the beginning of the meeting)
- a. School Improvement Committee – No report.
 - b. Fundraising Committee
 - i. Has been dividing volunteers into committees to run the Silent Auction for the fundraiser. Looking at doing a kickoff event and run the auction for 3-5 days. Then possibly have a closing event to broadcast live.
 - ii. Lisa found one called Charity Auction Today that will take 5% of the sales.
- IX. Announcements – None given.
- X. Executive Session – No executive session needed.
- XI. Adjournment – 5:28 p.m.

Minutes submitted by:
Urica P. Floyd

To Be Adopted by the Board during the meeting on:
March 3, 2021