

Harmony School Board of Directors

MEETING MINUTES

Wednesday, September 1, 2021

4:30 p.m. via Zoom

- I. Call to Order: 4:31 p.m.
- II. Attendance: Betsy Kleinfelder, Urica Floyd, Tim VanDenBerg, Lisa Lehman, Terry Tatum
- III. Approval of the Agenda: Approved by consensus.
- IV. Approval of the Minutes: Wednesday, August 4, 2021
- V. Harmony School and Committee Reports
 - a. Lead Teacher Report (Terry)
 - i. Facility maintenance
 1. Filters were changed on all of the A/C units on the property. One A/C unit seized up, but is currently working again; too much ice had built up.
 2. Several boards will need to be replaced after the tree removal from the property.
 - ii. School/Teacher report
 1. The start of school was going great until the covid exposures.
 2. Terry will need to get a school credit card to purchase school supplies as needed.
 - iii. Covid-19 closure
 1. One teacher reported a positive test and several students reported exposure through other contacts, but no positive results.
 2. The start of virtual instruction on Zoom has gone well.
 - b. School Administrator Report (Lisa)
 - i. Office report:
 1. We have enrolled 26 preK students, 7 Kindergarten students and 10 Elementary students.
 2. Received DSS Grant money: One \$15K, one for \$16K. Waiting on a cost reimbursement grant from DSS for \$4,200. Waiting on an additional grant for \$27K. Currently, Harmony has received around \$62K in grants. The funds have guidelines that will need to be followed.
 - ii. Start of school:
 1. All staff need to get updated TB tests done.
 2. All files of the kids have been updated with current contact information and immunizations.
 3. Lisa made an Emergency Packet for each classroom to include the following: the Harmony License, an emergency schedule, covid policy, child emergency plan, DSS emergency plan, fire plan, playground safety protocols, and parent's handbook.
 - iii. Covid-19 closure:
 1. Lisa contacted DSS about our Covid exposures and also contacted Clifton about the cleaning of the school.
 2. A parent letter will go out immediately to inform parents about school procedures, with a target date of Tuesday, September 7 for a return to school.
 3. Suggested by the board that maybe the school should invest in the rapid home tests so that teachers can get their results quicker.

4. Suggested by the board that all Kindergartens should be moved into one classroom to help with keeping the “pod system” intact. Taking into consideration sibling relationships, as well as equaling out the roster so that one teacher does not have all of the prek students.
5. Suggested by the board that Betsy should do an instructional video for both staff and parents on how a covid exposure will and should be handled.

c. Finance

i. Budget update

1. Employee Annual Pay Increase - The pay increase will be retroactively given to September 1. Certain employees will be ineligible based on recent contracts and/or hire dates. Tim will be sending out the pay increase information this month.
2. Tim and our account manager Natalie have started working on a preliminary draft of the 2022 budget.

VI. Old Business

a. Strategic Plan

i. Board recruitment

1. Terry and Betsy reached out to Mary Reaves, but she does not think that she could commit at this time.
2. Betsy recommended that we should put out an email to parents and former parents about the need for new board members. Letter will need to be clear about time commitments, and eligibility (no current parents).
3. Current By-Laws call for 5 board members. By-Laws will need to be reviewed and updated. Recruiting another lawyer and an accountant would be great.

b. Construction Update - no report

VII. New Business

a. Organization flow chart – Betsy (postponed)

b. Performance evaluation tool – Urica researched a couple of tools and forwarded the examples to the other board members through a Google Drive folder.

c. Appoint a new Minutes recorder (This is Urica’s last meeting).

- i. Betsy recommended a board retreat to facilitate a board exchange of information for new board members.
- ii. Betsy or Lisa will take the meeting minutes at the next board meeting.

VIII. Parent Volunteer Committee Reports (plan to report at the beginning of the meeting)

a. Building Committee (Betsy Kleinfelder) - no report

b. School Improvement Committee (David Nance) - no report

c. Fundraising Committee (Jess Oliver) - no report

IX. Announcements

- a. A citizen approached the school about putting up an historical marker in front of the school, since Harmony is the former Forest Acres municipal building. The board will look into doing historical research and to possibly get funding to rehabilitate the building.

X. Executive Session - No session needed.

XI. Adjournment: Adjourned at 6:02 p.m.

Prepared by: Urica P. Floyd

Amended and Submitted by:

Approved by the board: Wednesday, Oct 6, 2021