

Harmony School  
Board of Directors Monthly Meeting Minutes

**MINUTES**

January 6, 2021

4:30 p.m. via Zoom

- I. Call to Order: At 4:30 p.m.
- II. Attendance: Debbie Holmes, Urica Floyd, Tim VanDenBerg (Via Phone), Lisa Lehman and Betsy Kleinfelder
- III. Approval of the Agenda: Agenda for January 6, 2021
- IV. Approval of the Minutes: The Minutes from Wednesday, December 9, 2020 was approved as submitted.
  
- V. Harmony School and Committee Reports
  - a. Executive Director
    - i. Facility maintenance – Nothing new to report.
    - ii. School/Teacher report
      - 1. Still trying to find subs for the aftercare. Debbie got a few applications that she will vet.
      - 2. Navigating a secondary COVID exposure. All went well with the protocols in place.
      - 3. Staff – Jessie, Amanda and Tony have switched positions in preparation for her maternity leave.
  - b. School Administrator
    - i. School report
      - 1. Fundraising – Lisa talked with Ali before the break and coordinating an alumni list. Recommended to contact Rachael McNally to try and get a more updated list.
      - 2. Office report – Will be purchasing Office 365 to install on the office computers. Have to switch out all files to start working on the 2021 school year.
      - 3. Lisa would like to have an ergonomic chair for the office.
    - ii. DSS Licensing report – No further update yet.
    - iii. Website – Updated some content before the break and is hoping to start adding new pictures. Will leave the rolling header pics up through the end of the year.
  - c. Finance
    - i. 2021 Draft Budget – waiting to fill in numbers for enrollment.
    - ii. Health Benefit—Update – Nothing new to report until we get new enrollment numbers.
  
- VI. Old Business
  - a. Strategic Plan
    - i. Schedule a meeting—Succession planning scheduled for January 24 @ 5 p.m.
  - b. Construction Update
    - i. Primary Building Update – Nothing new to update.
  - c. Social Media Policy – Urica Floyd
    - i. Draft Social Media Policy submitted for review.
  
- VII. New Business
  - a. Enrollment plan for adding new contracts: Go ahead and issue contracts to existing parents and get a list together of interested parents for the upcoming school year and summer.

- VIII. Parent Volunteer Committee Reports (plan to report at the beginning of the meeting)
  - a. School Improvement Committee (David sent an emailed report)
    - i. Possible solution to approach the tire shop next door to create a water diversion into the wooded area to the side of the exit driveway.
    - ii. Plan to work on getting volunteers to help replace the top portion of the bannisters on the porches of the mobile units.
    - iii. Plan to update the firmware on each of the three wireless access points soon. Each system will go down for a few minutes while this update happens.
  - b. Fundraising Committee
    - i. Betsy reported back from the committee and want to do a small in-person event at one of the Historic Columbia property. Looking at hosting about 50 to 60 people. After doing a price comparison the in-person event was not feasible. Now looking into doing about 2 or 3 smaller events. Getting donations of vacation homes, wine tasting, etc. Hoping to do it around March.
    - ii. Another possible fundraiser is selling camping kits for the spring camping trip for a virtual camp experience.
    - iii. Midlands Gives for a strong push for May.
- IX. Announcements
- X. Executive Session – No executive session needed.
- XI. Adjournment – Adjourned at 6 p.m.

**MINUTES SUBMITTED FOR REVIEW – February 2, 2021**