



Board Meeting Minutes
September 17, 2025

Attendees:

	Board of Trustees:		Other Attendees:
	Hannah Beaux - Chair	x	Alan McGinnis
	Michael Edwards - Treasurer		
	Kathy Wittman - Secretary		
	Briana Weber - Head of School		
	Stephanie Awalt - Member at Large		
	Claudia Reinozo - Member at large		

3:08pm Meeting Commences

Vote on August Minutes:

[August Meeting Minutes](#) approved 3:21 pm

Old Business

- Create robust onboarding process for new members - Briana has volunteered to put together
 - Starting in October
- **New Board Member Applications -**
 - Caitlin Craven - Submitted Application - **No longer available**
 - Angel Stech - Potential member, Community Outreach Coordinator at [Rose Haven](#); application was shared with her. Angel will attend if she completes the application prior to the August meeting. - Briana will do this week
 - Claudia Reinozo - Voted onto the board!
 - [Spreadsheet for Board Member applications](#)

New Business

- **New Board Member Application**
 - **Alan as a new member - Hannah will post vote in Discord for Alan to join**
 - Board member training (Hannah will send intro to Alan and Claudia) ; all members are to complete. Alan McGinnis - [Link for Application Info](#)
 - Vote? Hannah will on Discord
- Discord Poll on Meeting time and date?
 - Alternate between Zoom and In Person

Head of School Report

- **Construction -**
 - Windows and Door has been installed in the Pond Room - have issues with the door, but everything is rolling along
 - Passed final plumbing and electrical permitting. Will have final framing inspection (half walls in RR bath between toilets) soon, then final construction inspection to close out permits
- **September**
 - About half of PFA placements this year have an IFSP - we are currently at max inclusion funding, but due to some children who have feeding protocols, our Inclusion Specialist is looking at additional funding to support adding a teacher for meal times
 - Spending time in every classroom 1-2x per week
 - Joining team meetings 1x per month
 - Working on onboarding substitutes
 - Working Haley on her new role as Student Services Coordinator - many moving parts and new systems are being created!
- **Fall Work Party - September 27th**
- **Harvest Fest October 17th**
- **Room Parents Organized, more below**

Finances

- Michael and Briana met 9/8 and went through [June](#) and [July](#) Financials, linked
 - There were a few discrepancies in accounts receivable and possible missed PFA payment input (could have been paid in August). Briana will be contacting Jill to trouble shoot and figure it out.
 - Bank Balances are in good standing, all bills paid and payroll is running smoothly
 - Able to use new [bill.com](#) system to pay construction contractors, but that will be in the August financials
- August 2025 financials will be available in the end of September, so they will be discussed at October Meeting
- Committee Members: Briana and Michael

Staff Support -

- Staff representative
- Board Liaison

Committee Reports

Fundraising -

- Goals for 2025-26 to guide this committee
 - Creating this committee more officially so others can join
 - New sign in front (1k) - Alan can help!
 - Rain gear (2.2k)
 - Kindergarten sponsorships (\$13,750/year)
 - Alumni scholarship
- Look into Online Auction
- Co-Chairs identified in August.
 - Kathy Wittman
- Complete calendar

Parent Association -

- Goals for 2025-26 to guide this committee
 - Identification of Room Parents with a training - in process
 - Discuss the Board bringing lunch and being available to chat during an 'In Service Day' with staff
 - September 22, 2025; October 31, 2025
 - 26 staff members
 - Briana will send out planning email - board will support the Sept 22nd lunch
 - 100 day of school celebration by the parents
 - Harvest Celebration - October
 - Lantern Festival - December
 - Co-Chairs identified in August
 - Briana Weber

Strategic Planning

- Co-Chairs
 - Steph Awalt
 - Hannah Beaux
- October 7th at 2pm as a separate meeting from regular Board meeting; showing up with a draft and list of possible consultants for Briana
 - Invite HMS Community?
- Stephanie to provide contact information for consultant used recently at NCC
 - Stephanie will contact NAO list and see scope, expectations and cost.
 - Alan offered to help

- Will have Info by October 7 meeting
- Kathy Kniep Consulting <https://kathykniep.com/> kathy@kathykniep.com
 - Charged NCC \$180/hr for roughly 8-10 hrs/mo “communication, preparation, facilitation”
- Can we post that we need Board members on organizations we belong to.

[Harmony Montessori School Calendar](#)

Parking Lot - To discuss next time

Next Meeting: Wednesday October 15 at 3pm - Virtual

Finance Meeting: Tuesday, October 14, at 7pm - Virtual (let Briana know if you want an invite!)

Strategic Planning Meeting: October 7 at 2pm