



**Board Meeting Minutes**  
**July 16, 2025**

**Attendees:**

	<b>Board of Trustees:</b>		<b>Staff Members:</b>
x	Hannah Beaux - Chair		
	Michael Edwards - Treasurer		
x	Kathy Wittman - Secretary		
x	Briana Weber - Head of School		
x	Sydney Frost - Member at Large		
x	Stephanie Awalt - Member at Large		

\_\_\_\_\_ pm Meeting Commences

**Vote on June Minutes:**

[June Meeting Minutes](#)

**Hannah motioned to approve, Kathy second; board approved.**

**Old Business**

- **Head of School year end reflection**
  - [Briana and Hannah share SMART Goals](#)
  - Hannah and Briana have met 2x.
  - Briana Developed SMART goals
    - Staff satisfaction
    - Community Development
    - How do you measure completion of the goals
    - Refer to link

## New Business

- **Board evaluation:**

[https://docs.google.com/document/d/1UKO5MdYdTuLA66p65pSN0jCxEP7Wm1\\_m7MY0bFShRr8/edit?usp=sharing](https://docs.google.com/document/d/1UKO5MdYdTuLA66p65pSN0jCxEP7Wm1_m7MY0bFShRr8/edit?usp=sharing)

- **Goals for the Coming Year:**

- **Data Collection (Q1):** Gather relevant operational and educational data and identify ongoing gaps.
    - **Strategic Plan Development (Q1–Q4):** Create a short-term plan with clearly defined branding, mission, vision, and remodeling milestones. Begin administrative planning and develop a five-year vision that includes the staff training center and potential expansion of the Harmony Montessori School network.
    - **Community Development (?):** Incentivize parent and external community engagement, which was deprioritized this year.
    - **Operational Support for Staff (~):** Continue to build systems and structures that strengthen people management and operational resilience.
    - **Professional Development (Q4):** Identify opportunities for the Head of School to upskill on the business side of school leadership, whether through formal training or nonprofit mentorship.

- Board is to review and sign off. Due by July 21.

- **Review Board Roles - Hannah**

- Board member training; all members are to complete.
  - Robust onboarding process for new members - Briana has volunteered to put together

- **New Board Member Applications -**

- Caitlin Craven - Caitlin will be invited to attend the August meeting.
  - 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.
  - Claudia Reinozo is considering applying as board member. .
  - [New Spreadsheet for Board Member applications](#)

## Recommendation to take Non-Profit Board Training

*How do we identify as a Board?*

- Board Member Essentials Certificate  
<https://ready.csod.com/ui/lms-learning-details/app/curriculum/d2e291d3-d892-48e0-aa62-100d38b87605>
- How to register: <https://ready.csod.com/selfreg/register.aspx?c=gifts2>

- **Creation of Board Member Orientation**

- **Create welcome packet**
  - **Include this online training**

## Head of School Report

- **Social Impact Accounting**

- Learning New billing and payroll systems to be implemented starting August 1.
- There will be a change in our retirement offerings: Currently have a Simple IRA through ADP; Jack has recommended a 401K new retirement program. The board will need to approve.
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- **Construction -**

- Windows and doors for Pond Room (toddlers) have been ordered and should arrive at the end of July, then 2 days for install; beginning of August
- Rockwood Water will be scheduling a work day to increase water main soon
- Flooring - has the flooring, see if parents can assist in installing. Date - TBD
- Finishing - tbd
- Plumbing - bid
- Prep for the new School Year - Everything is on track!
- Planning for staff development
- New Lake Room assistant - hiring for replacement (40 applicants)

#### **Finances**

- [April](#) and [May](#) Financial Reports
- Debt cancellation discussion. Vote TBD

#### **Staff Support -**

#### **Fundraising -**

- Goals for 2025-26 to guide this committee
- Creating this committee more officially so others can join
- Co-Chairs identified in August.
- Complete calendar

#### **Parent Association -**

- Goals for 2025-26 to guide this committee
  - Identification of Room Parents with a training (HMS Admin team)
  - Co-Chairs identified in August

#### **Strategic Planning -**

- 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

- Kathy Kniep Consulting <https://kathykniep.com/> [kathy@kathykniep.com](mailto:kathy@kathykniep.com)
  - Charged NCC \$180/hr for roughly 8-10 hrs/mo “communication, preparation, facilitation”

### **Harmony Montessori School Calendar**

#### **Parking Lot - To discuss next time**

- Discuss the Board bringing lunch and being available to chat during an ‘In Service Day’ with staff
  - September 22, 2025; October 31, 2025
- Sourcing more Board Members
  - Sydney has been talking to a parent, Claudia Reinozo (LR), about joining in September
  - Briana and Audrey talking to Rose Haven about someone joining
  - Include invite to Board meetings on Harmony calendar so parents can join

**Next Meeting: Wednesday August 20 at 3pm - Zoom**

**Finance Meeting: Tuesday August 12 - TBD (Briana might not be available)**