



Board Meeting Minutes
June 18, 2025

Attendees:

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

2:06 pm Meeting Commences

Vote on May Minutes:

[May Meeting Minutes](#)

Old Business

- **Vote on Secretary Position**
 - Discuss next meeting when Kathy is present
- **Head of School year end reflection**
 - Briana and Hannah work on document Sydney provided; Report back in July meeting

New Business

- **Decide on board meetings through the summer and 2025-26 school year**
 - Every third Wednesday of the month at 3pm proposed (we could even put this on our site calendar!)
 - Possibly switch between every other meeting on-site and virtual

- **Children's Fund Decision**

- [Link to Spreadsheet](#)
- **Vote on who shall receive offer**
 - Briana moved to vote; Michael second
 - All attendees unanimously voted Han Yati Myatnoe; will offer to Dahlia Clark if declined
- **Entries should be anonymised before Board review to avoid introducing familiarity bias.**
- **Future considerations for application:**
 - Family Circumstances
 - Single-parent household or caregiver responsibilities (e.g., caring for an elder or sibling)
 - Number of children in the family, especially if multiple kids are in childcare or school
 - Family health challenges (disclosed medical or mental health conditions)
 - Stability & Access
 - Housing insecurity or recent transitions (e.g., unhoused, staying with relatives, frequent moves)
 - Access to transportation (Do they have consistent access to drop off/pick up?)
 - Proximity to the school (Would this scholarship increase the child's chance to attend consistently?)
 - Broader Equity Considerations
 - Systemic barriers the family may face (e.g., immigration status, discrimination, disability)
 - Historical underrepresentation (e.g., race/ethnicity, foster youth, etc.)
 - First-generation schooling (first in family to attend structured early learning)

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>

Head of School Report

- Roles of the Admin Team
 - Briana - Finances, General Operations Oversight, Licensing, HR and staff management (hiring, staff training, etc), Parent Community , Tours,
 - Andrea - Site Director: All things related to the building and grounds, flow of the day, direct support to teachers, onboarding new staff, staff training
 - Audrey - Admin Assistant: Paperwork, organization, break support, Enrollment tracking, advertising and media

- Hailey - next year will move toward supporting students with IEP/IFSP
- Ideal new admin staff would be an Education Director or Development Director
- **Social Impact Accounting**
 - Onboarding and learning new systems!
 - A new budget tool is in process. This will change how the budget looks and hopefully make it easier
 - Financials will also look different
 - Jack will schedule a meeting in the fall to go over everything with the board
- One on one's completed - some great conversations to inform further coaching and reflection as we head into the new school year
 - Audrey is interested in Development and Enrollment, looking into
- **Construction** - Found out from City of Gresham yesterday that we can be our own GC and hire for remainder of phase 1a
 - This will be more affordable than bid for BNK for phase 1a
 - Complete Toddler Room and River room bathroom
 - Will include: flooring installation, plumbing (toilets, sink, watermain, permit), electrical (river room bathroom, disconnect wiring in walls of pond room), Doors and windows for Pond Room (1 month out on ordering, need to do asap)
 - Andrea is currently devoting roughly 75% of her time to Harmony as their own general contractor
 - See Info as compiled by Andrea
 - [Original Bid](#)
 - [Windows and Doors](#)
 - **Briana motioned to accept and approve the bid for windows and doors; Michael seconded**
 - **All present voted Yes unanimously**
 - **Hannah motioned to have Harmony be their own general contractor; Michael seconded**
 - **All present voted Yes unanimously**
- **CCIF** - We were not selected. Will receive scores and review with offered tech assistant so that we can make a better application next time
 - Consider hiring a grant writer or support?

Finances

- **Preschool Promise staff support allocation** - We will be getting the PSP agreement in July. Very likely no staff support allocation this year
- Will meet to go over April and May financials soon
- Need more consistency (every second Tuesday of the month) for Financial meetings and having at least 3 people present

Staff Support -

- Feedback Session Debrief
 - Staff sees more family engagement as volunteers/fundraising
 - Community events to be Board driven
 - Staff reminded us that it is the responsibility of the Board to recruit new Board members
 - Kathy will post in Google Drive next week a rough draft of ideas/goals gathered from staff for Board to go over and incorporate into strategic planning

Fundraising

- Involving more parents by discussing at beginning of year
- Set some goals for fundraising
 - Kindergarten scholarship fund - \$13,750 x4 classrooms (tie to building up alumni donations)
 - Playground
 - Parking Lot
- Bottle Drop - brings about \$1500 annually
- Scrip -
 - Looking for a parent volunteer to lead the charge in creating sales for this program.
 - No one really knows about it, so how do we change that?
- Tshirt sales - Get new shirts; more sizes; make sure cash box is available
- Giving Tuesdays - look into it

Strategic Planning - Set a meeting date?

- Try for October 7th at 2pm as a separate meeting from regular Board meeting; showing up with a draft and list of possible consultants for Briana
- Stephanie to provide contact information for consultant used recently at NCC

Parking Lot - To discuss next time

- Review Board Roles training provided by Hannah; discuss role of Board
- Discuss the Board bringing lunch and being available to chat during an 'In Service Day' with staff
- Development of Parent Association
- Fundraising Goals
- 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 July 16 at 3pm

4:05 pm Adjourn