

# Three Tree Montessori School Board of Trustees

Meeting Minutes: Thursday, August 8th, 2024

An annual Board Retreat of the **TTMS Board of Trustees** was held on **August 08, 2024** at the TTMS school. It began at **6:00 pm** and was presided over by Board Chair, Jeremy Valdes with Jeremy Valdes as secretary.

Call to order and Consent to agenda: Motion to approve the meeting's agenda: Moved by Jeremy. The motion carried with all in favor.

## Attendees

Voting members in attendance: Jeremy Valdes, Sophia Fischer, Jill Big Eagle, Sam Denton, and Jacque Elder

Others in attendance: Nicole Cook

Members not in attendance: Ed Accee

## Officer's reports

Head of School Report was presented by Nicole Cook

## Other reports

None

## Motions:

TTMS Board of Trustee ByLaws were presented by Jeremy Valdes and all points below passed with unanimous votes

1. Overall:
  - a. The use of "they/them" pronouns in the ByLaws. Removal of he, him, she, her, etc.
  - b. The term "Chair" and "Vice Chair" will now be used in place of "President" and "Vice President"
  - c. The term "Head of School" will now be used in place of "Executive Director of School, Executive Director, etc."
  - d. The term "Ad Hoc Committee" will now be used in place of "temporary committee".
  - e. Note that the approved terms above will not be reflected in the points below and the final document will reflect these changes.

2. Article 1.B
  - a. Previous: A copy of the approved minutes will be kept in a public folder at the front desk and be made available for review by parents, faculty, and other interested members of the community.
  - b. Approved: A copy of the approved minutes will be accessible on the school's website and be made available for review by parents, faculty, and other interested members of the community.
3. Article 3.8
  - a. Previous: Open Meetings: All Board meetings shall be open only to members of the Board and the Executive Director. At its discretion, the Board may choose to invite parents, faculty members and members of the community to a Board meeting based on specific agenda topics. At its discretion, the Board may choose to go into closed executive session to discuss issues deemed by the Board to be confidential. The Executive Director of the school will be included in closed session unless the topic involves his or her compensation or performance evaluation.
  - b. Approved: Meetings: All Board meetings shall be open only to members of the Board and the Head of School. At its discretion, the Board may choose to invite parents, faculty members and members of the community to a Board meeting based on specific agenda topics. At its discretion, the Board may choose to go into closed executive session to discuss issues deemed by the Board to be confidential. The Head of School of the school will be included in closed session unless the topic involves their compensation or performance evaluation.
4. Article 4: Executive Committee - previously the entire section was struck out. The entire section was unstruck.
5. Article 4.3
  - a. Previous: Title: Open Meetings
  - b. Approved: Title: Meetings
6. Article 5.7:
  - a. Previous:
    - i. 4) maintain and distribute the directory of addresses, phone and fax numbers and email addresses of each Board member.
    - ii. 5) distribute minutes and agendas to Board members at least seven days prior to regular meetings.
  - b. Approved:
    - i. 4) maintain and distribute the directory of addresses, phone and email addresses of each Board member.
    - ii. 5) distribute minutes and agendas to Board members at least five days prior to regular meetings.

7. Article 6.5: Diversity, Equity and Inclusion Committee - section struck from the ByLaws. Currently and moving forward this work will be included in the Board Development Committee.
8. Article 6.6:
  - a. Previous: The chairs of the committees shall be appointed by the President of the Board, from among the members of the Board, except for the Board Development Committee Chair, which shall be elected by the entire Board. Non-Board members may be appointed at the discretion of the President to temporary committees with Board member as liaison.
  - b. Approved: The chairs of the committees shall be appointed by the Chair of the Board. Non-Board members may be appointed at the discretion of the Chair to ad hoc committees with Board member as liaison.
9. Article 6.8 Meetings & 6.10 Open Meetings
  - a. Previous:
    - i. 6.8: Committees shall meet as frequently as necessary to accomplish their assigned responsibilities. After meeting, committees shall create and approve minutes, which will be submitted to the Board.
    - ii. 6.10: Meetings of all standing committees shall be open to anyone. Meetings may be closed to non-members of the committee to discuss confidential issues.
  - b. Approved:
    - i. 6.8: Committees shall meet as frequently as necessary to accomplish their assigned responsibilities. After the meeting, committees shall create and approve minutes, which will be submitted to the Board. Meetings of all standing committees are closed to non-members. At its discretion, the standing committee may choose to invite parents, faculty members and members of the community to a meeting based on specific agenda topics. Meetings of ad hoc committees are closed to non-members. At its discretion, the ad hoc committee may choose to invite parents, faculty members and members of the community to a meeting based on specific agenda topics. The ad hoc committee will announce meetings in advance in the event all community members may attend.
    - ii. 6.10 - Moved to section 6.8
10. Article 7
  - a. Strike "Governance" from the title of the Committee and all context in Article 7.
11. Article 9.1
  - a. Add in "and program" in this context:

- i. The Head of School Executive Director of the school will be the Chief Executive Officer for THREE TREE MONTESSORI SCHOOL operations and program. Subject to the ultimate authority of the Board, the Head of School Executive Director of the school will supervise and manage the business and curricular affairs of THREE TREE MONTESSORI SCHOOL.

#### TTMS Board of Trustee officer elections

- Treasurer - Jill - motion passed with an unanimous vote
- Secretary - Sophia - motion passed with an unanimous vote
- Vice Chair - Chynna - motion passed with an unanimous vote
- Chair - Jeremy - motion passed with an unanimous vote

Motion passed to table the following topics for the September Board of Trustee meeting; unanimous vote

- Buildings and Grounds
- Finance
- Board Development
- Ad-hoc Committees
  - Strategic Planning
  - Tuition Planning
  - Board Meetings
- SWOT Analysis of the TTMS Board of Trustee

Motion passed with an unanimous vote:

- Frequency set to the Third Tuesday of each month and the Three Tree Montessori State of the School on 04/15/2025
- 2025 TTMS Board of Trustee Board Retreat on 06/14/2025

### **Adjournment**

Jeremy moved that the meeting be adjourned, and this was agreed upon at 8:55 pm.

Secretary signature

Jeremy Valdes