

Three Tree Montessori School Board of Trustees

Meeting Minutes: Tuesday, April 21st, 2026

A monthly meeting of the **TTMS Board of Trustees** was held on **April 21st, 2026** at Three Tree Montessori School. It began at **6:30 pm** and was presided over by Board Chair, Jeremy Valdes with Jacquelyn Elder as secretary.

Call to order and Consent to agenda at 6:34 p.m. Motion to approve the meeting's agenda by Jeremy. Unanimously approved.

Attendees

Trustees in attendance: Jill Big Eagle (Treasurer), Diana Ching, Ed Acee, Jacquelyn Elder (Secretary), Chynna Jeremiah (Vice Chair), Anna Pierce, and Jeremy Valdes (Chair), Maria Garvey

Others in attendance: Nicole Cook (HOS)

Trustees not in attendance: Sam Denton, Brittany Parker

Officer's reports

Finance Report presented. Financially, there are no concerns for TTMS. The Finance Committee had no meeting this month. Tuition Assistance Committee met to award tuition assistance to families at TTMS. They went through all the tuition assistance applications, awarded all the funds and now the review of the appeals for tuition assistance will be due by Friday.

Executive Committee Report. Discussion of the upcoming Board Retreat: Agenda and speakers are still in progress, some of which will be discussed at the next Executive Committee Meeting, but the retreat will be a full day from 9-3pm. There was discussion about the need for a lawyer who would be a good fit for the board and that the board needs to be looking within the Three Tree community and outside of it to find excellent candidates.

Other reports

HOS Report. The annual audit will be made available soon and the board must review it as we are an organization with over \$3 million in annual income. The basement flooding situation is still under investigation but still had no known cause, so no long-term remedy has yet been identified. TTMS has spent \$40k so far in mitigation efforts. TTMS has

contacted the city and requested them to come out and review the situation. Enrollment - toddler is full, primary - only one spot left, elementary - 8 available spots for elementary.

Task Force Committees Updates:

Tuition - No updates for the Tuition Task Force.

Upper EI Task Force - No Upper EI Task Force meeting this past period because there are no new updates as we are in a holding pattern until enrollment rises for the elementary program. When TTMS moves forward, an architect has been identified who is willing to do a significant discount for work when we decide what we're going to do and when. More information regarding that will be forthcoming.

Mission, Values & Vision. This task force needs more time to present cohesive and thoughtful mission, values, and vision statements. They have been meeting diligently and are still in the creative stages and will present the end product as soon as possible. The Task Force hopes to have these statements ready for May for a quick vote then. The Task Force got great feedback from the parent/community survey and have been integrating that into their work on the Mission, Values, & Vision..

Fundraising - The Auction organizers have a list of volunteers for this Saturday but are still looking for more for both before and after the event. A discussion about specific board ways to further financially support the auction was had, including board commitments to raise the paddle and financial matching concepts.

Bylaws - The TTMS attorney thinks the bylaws as written in the draft presented by the Bylaws Task Force at this meeting look great. Most of the items and the way they were changed were to make our bylaws more in line with what bylaws should look like. After conversation amongst the Task Force members, it was determined that an equity framework and equity decision matrix are needed and this is put into the bylaws. Although they have not been made yet, by putting them in the bylaws, it is a commitment that they will be made in the future. The way these bylaws are written, the board will need to adjust board policies over time but not the bylaws. Separately, the attorney said boards need to have a minimum and a maximum number of board members rather than having this be fluid and dictated by the board. See approved bylaws.

Meeting Date Review - May 19th is the State of the School event. It is on the calendar to start at 6pm. Discussion that clarified whether there is a speaking part for certain people on the board was had and what the purpose of the state of the school event is. Its purpose is to help others know who the board is and what they do, hear a Head of School report to highlight school, finance reports for last year, and an update on everything that is happening with respect to the strategic plans and how everything has evolved on that journey. It was agreed that there will be extra financial information to ensure that people have a better understanding of the current excellent state of our finances. Board members

were requested to help with food and wine at the event. An agenda for the event will be out soon.

Main motions

Motion for approving minutes for November by Jeremy. Seconded by Jacque. Agreed unanimously.

Motion for approving minutes for January by Jeremy. Seconded by Jacque. Agreed unanimously.

Motion to approve March minutes by Jeremy, Seconded by Jacque. Jeremy, in conjunction with other present board members amended the minutes to reflect accurate and appropriate information. Agreed unanimously to approve the amended minutes.

Motion to approve agenda, Jeremy, Seconded by Anna, carried unanimously.

Motion to approve the bylaws. Jacque seconded. Jeremy proposed to amend the bylaws to ensure TTMS employees cannot be board members. This amendment was adopted. Bylaws were agreed to unanimously.

Discussion points

- The Board discussed the ability to host virtual meetings to accommodate better attendance amongst Board members.
- HOS evaluation will be happening as well as a self-evaluation for the board retreat. It was asked what resources and tools are being used for those and this matter is being investigated by board members.

Announcements

HOS evaluation will be happening as well as a self-evaluation for the board retreat.

The board must review the audit that will be made available soon.

Adjournment

Jeremy Valdes moved the meeting to be adjourned which was agreed upon at 7:40 pm.

Secretary signature *Jacquelyn Elder*

Date of approval Saturday, May 30, 2026