

**Three Tree Montessori School
Board of Trustees Meeting Minutes
August 12, 2019**

Present:

Nate Riordan	Meghan Mull	Jessica Parks	Nicole Cook
Amber Earley	Robin Tomazic	Eric Aasness	

Absent: Jodi Ryznar

Guests:

Tom Rzegocki	Gracie Martinez	Morgan Walker
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Open session opened at 7:08 pm by President Nate Riordan.

- 1. Welcome and Introductions**
- 2. Visitors' Comments:** None
- 3. Approve Consensus Agenda:** MOTION to approve by President Riordan, seconded by Treasurer Earley, motion carried 7/0/0. Trustee Ryznar absent from vote.

Old Business

1. Director's Report

Current enrollment is 190. There is a waitlist for toddlers. Some will move up early in school year. Expecting enrollment at 200 by end of school year. Primary and Elementary levels are under enrolled. There are 15 new families and 30 new students enrolled. Last year's attrition is 13.8%

The 2nd Upper Elementary will be in former staff room, starting with 13 4th year students. The staff room could be kept for a 2nd year. The 3rd Lower Elementary is not expected to open Fall 2020. A better enrollment tracking process is in place.

MOTION to approve Dominic Kehoe as Interim Executive Director of Three Tree Montessori School with all access to bank accounts as needed made by President Riordan. Motion seconded by Treasurer Aasness. Motion approved 7/0/0. Absent from vote: Trustee Ryznar.

2. Financial Report (E. Aasness)

As of 6/30/19, there is a loss of \$158k for fiscal year. Tuition assistance accounts for 4.5% of income and total discounts including staff and sibling discounts are 12%. Looking at budget vs. actual, income is above budget and expenses are below budget. Budget for 2019-20 will be discussed at meeting next week.

3. Standing Committees:

- a. Executive Committee
The committee did not meet.
- b. Board Development Committee
Met tonight. The committee currently includes Meghan Mull, Robin Tomazic and Morgan Walker. Meetings will be held the last Tuesday of the month, except August 28 and December 17. The goals are to recruit 5 trustees, develop a pipeline for new recruits, research ED evaluation training, and update bylaws. Recruiting opportunities include open house, possible coffee mornings in front of school, and other meet and greets. Board members can be present at open house, new parent orientation and parent fair. Committee determined schedule for bylaw review and feedback. September board meeting there will be a whole board photo taken. Robin is coordinating NWAIS Building Wise Boards registration.
- c. Finance Committee
Met in July. Committee will be meeting on the 3rd Thursday of every month.
- d. Development & Fundraising Committee
Dominic Kehoe, Tricia Goodwin and Amber Earley met and discussed spring event. Committee will meet 2nd Wednesday of every month. Tricia recruited parent-Anna Edwards to join.
- e. Building & Grounds Committee
Met today. Committee will meet on last Wednesday of the month. There is a large overlap with the JH Task Force. Both meet on the same nights. A conflict of interest policy was suggested for parents who work to help the school.
- f. Strategic Planning Committee
Did not meet.
- g. Diversity and Equity Committee
Met with Rafael Gallardo, a TTMS parent who does diversity work with schools to discuss ideas.

New Business

1. Committee Plan

At the board retreat, committees, their function and goals and representation were discussed. The goals focus on long term plans. Nate has a possible recruit for Strategic Planning Committee. The task forces belong under operations, so they will be reported on in the monthly Director's Report. It was suggested the JH task force will focus on internal outreach, discussing curriculum, engaging parents and the JH facilities work a part of the work of Building and Grounds Committee. The Strategic Planning Committee should be 10,000 ft view, managed by ED and addressed at annual retreat. The state of the school and community survey fall to the Executive Committee.

Trustee Mull developed a status report template for each committee to use. Ideally, these will be shared by the committees with the larger board one week before board meetings.

2. Parent Fair

Open House is 2-5 on 9/3. Trustee Tomazic will share committee information. Trustee Cook can help at 3:30.

New Parent Orientation is 9/3. 5:30-6:00 is social time, followed by meeting led by ED Kehoe and Tricia Goodwin from 6-7pm. Nate and Robin will attend social time to greet.

Parent Fair is 9/12. 6-6:30 is social time, followed by meeting until 8. Change the structure of the parent fair this year. One table with one handout including goals and meeting dates. Trustees Mull and Earley will attend.

Back to School Picnic is 9/6 from 5:30-7:30. Suggestions: Dessert table, popsicles, name tags for board members and staff.

Fall Social is 9/14 from 4-7:30. Board presence is needed.

Good of the Order

None.

Open session closed at 9:18pm.

Closed session opened at 9:27pm.

Closed session closed at 10:10pm.

Submitted by Nicole Cook, Secretary.