

**Three Tree Montessori School**  
**Board of Trustees**  
**Summer Retreat Minutes**  
**July 14, 2019**  
**9:00am-3:00pm**

Present: Nate Riordan (Arr. 12:20), Nicole Cook, Amber Earley, Meghan Mull, Jody Ryznar, Robin Tomazic

Absent: Eric Aasness, Jessica Parks

Meeting began at 9:05am

**Agenda**

Part 1: Board Business

- Nominate and vote on executive roles
- Review mission, philosophy and planning documents

Part 2: Interim Head of School

- Finalize goals and success measures
- Outline communication and introduction plan

Part 3: 2019-2020 Board Goals

- Review and confirm committees and taskforces
- Finalize 2019-2020 goals and success measures for board and committees
- Agree on tracking and reporting of goals (establishes agenda for monthly meetings)

**2019-2020 Board Goals**

Meghan opened the meeting with a slideshow including the purpose of the board, principles of good practice from NAIS, life stages of a non-profit board and stages of board development.

**Committees and Task Forces**

• **All Committees**

- Meet monthly. Establish regular meeting dates for the entire year before school starts.
- Each group needs a note-taker.
- Goals are defined by the board.
- Report monthly on status of work toward goals. Meghan will develop template for each committee to use.
- Submit report on the committee's basecamp and share with the board prior to regular board meeting.
- Recruit new members.

• **Executive Committee**

- Nate (Chair), Jessica, Eric, Nicole, ED
- Submit notes to entire board for review after meeting.

- Publish dates of meetings so anyone on board can attend.
- Succession planning: We need a trustee on the Executive Committee who will move into the President position next.
- Goals:
  - Hire Permanent ED
  - Management of interim ED
  - Prepare for permanent ED evaluation
- **Finance Committee**
  - Eric (Chair), Business Manager, ED, Jessica?
  - Goals:
    - Complete 2020-21 budget.
    - Review tuition plan for the next 3-5 years.
    - Enact financial checks and balances
    - Support financial audit
  - 2020-21 goals include developing a financial assistance decision process.
- **Board Development Committee**
  - Meghan (Chair), Robin, Morgan
  - Goals:
    - Review and update bylaws. Plan to do every 5 years.
    - Recruit members. Goal is 5 this year.
      - Evaluate needs and recruit for those specific needs.
      - Jodi and Nate have potential leads.
      - Amber's and Nicole's terms end June 2020. Amber does not plan to continue after this term. Nicole is unsure.
    - Find training for ED evaluation process.
  - Board application process
    - Need all documents and information for new trustees on basecamp (or Google Docs?)
- **Development and Fundraising Committee**
  - Amber (Chair), Development Mgr., ED
  - Goals:
    - Develop fundraising events plan for the next 3-5 years.
    - Determine structure of volunteer fundraising committee (formerly known as the auction committee).
    - Create proposal for capital campaign plan.
- **Building and Grounds Committee**
  - Robin (Chair), Business Mgr., ED, Jessica?
  - Goals:
    - Facility maintenance assessment of all property.
    - Space needs assessment.
- **Strategic Planning Committee**
  - Nate (Chair), ED, Development Mgr.
  - Goals:
    - Oversee work of task forces.
    - Plan State of School
    - Revamp Annual Community Survey

- **Diversity and Equity Committee**
  - Amber (Chair), Jodi
  - Goal: The group would like to have more diversity within its own membership and members who take steps to meet the goals. Other goals TBD.
  
- **All Task Forces**
  - Meet quarterly at a minimum. Establish regular meeting dates for the entire year before school starts.
  - Each group needs a note-taker.
  - Establish goals for the year, based on strategic plan.
  - Report on status of work toward goals to the Strategic Planning Committee.
  - Recruit new members. Membership can be more fluid than committees.
  - Each group has a board representative.
  
- **Family and Community Relations**
  - Nicole (Rep), Gracie, Emily
  - Family volunteer opportunities
    - List of parents' talents, skills and resources for effective utilization
  
- **Academic Excellence**
  - Nicole (Rep), ?
  
- **Junior High**
  - Jessica? (Rep), Robin, Tom
  - Needs for space for Tukwila property (partner with Building and Grounds)
  - Handle change of use. Need employee driving project.
  
- **Montessori Access**
  - Nicole (Rep), Elizabeth, Morgan
  
- **Permanent ED Search**
  - Closed group
  - Amber (Chair), All Trustees are members.

The following table was created by Meghan describing the committees and task forces including purposes, members and updated goals discussed at the retreat.

## TTMS Committees and Task Forces

*Each group is responsible for setting a regular meeting schedule, keeping minutes, updating and posting goal status reports, recruiting new members and providing brief updates at monthly board meetings.*

### Committees (plan to meet monthly)

<b>Committee</b>	<b>Purpose</b>	<b>Board Chair</b>	<b>Members</b>	<b>2019-2020 Goals</b>
<b>Executive</b>	Board management, committee structure and leadership, HOS evaluation and compensation	Nate	Jessica, Eric, Nicole, ED	<ol style="list-style-type: none"> <li>1. Hire permanent ED.</li> <li>2. Manage interim ED.</li> <li>3. Prepare for ED evaluation.</li> </ol>
<b>Finance</b>	Prepare annual budget, propose tuition and fee schedules, develop scholarship program and requests.	Eric	Business Manager, ED, Jessica	<ol style="list-style-type: none"> <li>1. Complete 2020-21 Budget.</li> <li>2. Develop 3-5 year tuition plan.</li> <li>3. Enact financial checks and balances.</li> <li>4. Support the financial audit.</li> </ol>
<b>Board Development</b>	Board recruitment, nomination of officers, board training and evaluation	Meghan	Robin, Morgan	<ol style="list-style-type: none"> <li>1. Recruit 5 trustees in 2019-2020 and develop pipeline of future trustees.</li> <li>2. Research and recommend ED Evaluation training program for board.</li> <li>3. Work with each committee to review and recommend updates to the TTMS Board bylaws.</li> <li>4. Finalize board application and onboarding process and documents.</li> </ol>
<b>Development and Fundraising</b>	Supervise annual fundraising and capital campaigns, and special events to fulfill strategic plan.	Amber	Development Manager, ED	<ol style="list-style-type: none"> <li>1. Develop 3-5 year fundraising events plan.</li> <li>2. Determine structure of volunteer fundraising committee (formerly known as the auction committee).</li> <li>3. Create proposal for capital campaign plan.</li> </ol>
<b>Building and Grounds</b>	Annual review of building and grounds and make plan for the board.	Robin	Business Manager, ED, Jessica	<ol style="list-style-type: none"> <li>1. Complete facility maintenance assessment and plan.</li> <li>2. Complete facility/space needs assessment and plan.</li> </ol>
<b>Strategic Planning</b>	Review of long term and annual strategic plans and recommend changes to the board. Oversees taskforce work.	Nate	ED	<ol style="list-style-type: none"> <li>1. Oversee task forces.</li> <li>2. Plan state of the school.</li> <li>3. Revamp community survey.</li> </ol>
<b>Diversity and Equity</b>	Define, communicate and support the TTMS community in providing a diverse and equitable environment.	Amber	Jodi	<ol style="list-style-type: none"> <li>1. Recruit diverse committee members.</li> <li>2. TBD</li> </ol>

**Task Forces** (plan to meet quarterly at a minimum)

<b>Taskforce</b>	<b>Purpose</b>	<b>Board Rep</b>
<b>Family and Community Relations</b>	Develop processes for communicating with and providing services to parents and create a robust parent volunteer program.	Nicole
<b>Academic Excellence</b>	Develop a comprehensive strategy to document and communicate curriculum to parents and community.	Nicole
<b>Junior High</b>	Focus on understanding, preparation and implementation of JH program in fall of 2021.	Jessica
<b>Montessori Access</b>	Focus on implementing philosophical approach to infant development.	Nicole
<b>Permanent ED Search (closed group)</b>	Focus is on the permanent ED search and includes establishing staff and parent advisory groups and working with consultants through the search process.	Amber (All Trustees are members)

## **Whole board**

### **Goals:**

- More structure holding committees accountable to report out on status.
- Better communication procedure within the board.

## **Interim Head of School**

### **Goals for Interim ED were established.**

#### **Communication and Introductions**

Discussed opportunities for welcoming ED and back to school events.

- Dominic will start Thursday, 7/18. Tom on vacation from 7/19-8/5.
- Send message to staff on 7/15 to let them know Dominic's 1<sup>st</sup> day will be 7/18.
- Formal announcement to entire community to be sent Wednesday.

#### **Other notes**

- Discussed Parent Fair and recruitment for committees and task forces.
- Need copies of Robert's Rules for new trustees.
- Sept. 15, 9:30-2 @ The Bush School: Building Wise Boards with NWAIS
  - Eric is unknown, Jessica and Nate will attend another date.

#### **Executive Committee Elections**

1. Motion to re-elect Nate Riordan to President, Jessica Parks to Vice President, Nicole Cook to Secretary made by Nate Riordan, seconded by Amber Earley. Motion carried 6/0/0. Trustees Aasness and Parks absent.
2. Motion to nominate and elect Eric Aasness to Treasurer made by Nate Riordan, seconded by Robin Tomazic. Motion carried 6/0/0. Trustees Aasness and Parks absent.

Meeting ended 3:08pm

Submitted by Nicole Cook, Secretary