

TTMS Board of Trustees
Meeting Minutes: Monday, November 4, 2019

Present: Nathan Riordan, Jessica Parks, Eric Aasness, Robin Tomazic, Meghan Mull, Jodi Ryznar, Dominic Kehoe

Absent: Amber Earley

Guests: Ryan, Morgan, Emily, Sawyer, Gracie, Christy, Ken, Heidi

Opening

Welcome and Introductions (N. Riordan)

Nathan calls the meeting to order at 7:10pm

Visitor Comments (N. Riordan)

No comments presented

Approve Consensus Agenda

Motion: Nathan makes a motion to approve the consensus agenda including the documents listed below; Eric seconds; All vote in favor

- Approve Meeting Agenda
- Approve Meeting Minutes
- Director's Report (D. Kehoe)

Old Business

Director's Report Q&A (D. Kehoe)

Dominic reviews highlights from the Director's Report

- Insurance policy was updated to reflect Semble Friends of Three Tree as a payee
- Recruitment: One applicant for Bookkeeper, Development Manager has received a couple applications, none for Facilities Manager
- New website is up and running
- Slow start to Annual Fund but some
 - *Question:* Will you be sending an update to the community about how the Annual Fund is going? Yes, match will be announced next week and will share ~\$15,000, overall goal is \$50,000. Ends November 22nd, though it has been communicated that it ends November 15th, a communication will be sent out to clarify.
 - Phone banking next week
- Spring event planning is underway! Date, event, caterers have been selected and contracts are signed.

Board & Standing Committees Status Update

We changed the process of reporting out at the Board meetings, instead we are reviewing just the talking points for each Committee (summary at the top of the minutes)

Executive Committee (N. Riordan): has not met this month yet

Board Development & Recruiting Committee (M. Mull):

- Leads for new Board members, meeting with one later this week (applicant is a current parent)

- Robin is reaching out to candidates listed in the voter's pamphlet about Board opportunities. Suggestion to post Board opportunities on Next Door.
- Working on ED performance evaluation process and training. Hoping to have some options by the end of the year. Evaluation should be based on the beginning of the year goals.

Finance Committee (E. Aasness):

- Working on the budget, updating records, sorting out a few discrepancies and will likely have a midstream adjustment
 - *Question:* Is there anything we need to be aware of? Nothing unexpected, the roof is a large expense, some budget numbers were arbitrary and are working on putting actual numbers in (for example, supplies)
- Working on revising tuition plan
- Tuition assistance program: talking about possibly incentivizing upper elementary, checking with peer schools
 - *Question:* Clarify the incentive for elementary level. Looking at adjusting the tuition assistance to see if there is a way we can recruit and retain for enrollment purposes as well as diversity/equity. Looking at how we compare to our competitors and who our competitors are.
 - *Question:* How do we know incentivizing will recruit and retain? We don't, that is the purpose of the research that we are doing. We are talking to parents who chose to take their children out at elementary level.

Building & Grounds Committee (R. Tomazic): has not met this month yet but have updates

- First draft of plans for Junior High are in and are meeting on Wednesday with Tom and Dominic for feedback to get back to the architect. Plans are available online.
- Roof bid estimate is \$184,887 from Northwest Roofcare (3 bids from \$100,000-\$195,000), work will be done over winter break and will hopefully be completed by the time we return from break or shortly after
- No applicants for Facilities Manager position yet. Looking in to other avenues for advertising. Considering splitting the position into two positions: Handyman and Project Manager
 - Have posted on construction sites, NWAIS, Indeed, other generic sites. Time to look at other sites and get creative.
- To Do: check out the draft plans and spread the word about the Facilities Manager position
- Committee wants to focus on the Redwood Center project as a priority. The Board should be aware of this for
- *Question:* Why is the need for the upper el space a sooner priority instead of 2021? The new classroom is a little crowded and there is concern that the space will not hold additional children. 7 children will move up to Pacific Yew next year.
 - It will be a budget question. One idea we could do is reach out to the Semble group regarding funding the project.
 - Quote is for 2 classrooms \$900,000
 - One advantage of getting the Redwood Center completed first, then we would have the upper space available just in case the junior high is not ready on time. (The timeline is very tight on opening 2021)

Development & Fundraising Committee (A. Earley): has not met this month yet

Diversity/Equity/Inclusion Committee (A. Earley): has not met this month yet

New Business

Roofing Bid (Dominic)

Motion: Nathan makes a motion to approve the roof bid and fixed-price contract for \$184,887 from Northwest Roofcare to reroof main building, 50% due at signing of contract and 50% due at completion, 50 materials warranty/20 years warranty for PVC membrane, work to be done over winter break; Jessica seconds; All vote in favor, motion is passed

- Discussion: This is a fixed-price contract; Quality of roof is about the same all over, it's in bad shape; we budgeted \$250,000

Head of School Search Update (Meghan)

This week, the Board will be conducting an initial round of interviews. There were 12 applicants, narrowed down to three interviewees.

- Interviews will be Friday, November 8.
- Onsite visits will be offered to final candidates. Board will work out logistics of site visits.
- We want to solicit feedback from faculty/staff and parents
- Plan is to have an offer to successful candidate by the end of the calendar year.

Closing

Meeting adjourned at 8:02pm

Closed session started at 8:13pm

Closed session ended at 9:00pm

Good of the Order

Next Meeting Date: December 9, 2019 7pm