

TTMS Board of Trustees  
Meeting Minutes: Monday, October 14, 2019

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

**Guests:** Sawyer, John, Tricia, Nicole, Morgan, Mark, Julie

### Opening

#### Welcome and Introductions (N. Riordan)

Nathan call the meeting to order at 7:07pm

#### 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; Jessica seconds; All vote in favor

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

#### Secretary Role

*Motion:* Nathan makes a motion to approve Jodi Ryznar as Board Secretary; Amber seconds; Jodi abstains; All vote in favor

### Old Business

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

Dominic reviews highlights from the Director's Report

- Facilities and Development positions are posted
- Changes in classroom assistants
- Received \$5700 from Title 2 and 4 funding
- Emily and Dominic met with HSD and they have some funds for tutors available to support students. Dominic reached out to one of the private schools that accesses these funds and they provided some feedback and guidance on completing the paperwork.
- Roofing project: 3 bids, waiting on one more. Bids are for a Full replacement. Logistics will be worked out and Dominic is hoping to schedule it when children are not in the school. Next meeting it is likely to have a vote to release funds
- Grievance policy update: Dominic provided a draft policy that was reviewed by attorney and the attorney gave feedback regarding the policies and procedures. Existing policy for staff was also approved, recommended that making staff aware of the policy would be recommended.
- US Bank account: Cleaned up some of the accounts, removing and adding authorized users. Also updated Trustees. We will be exploring moving our funds away from USBank. Homestreet reviewed the accounts and there is no cost to start with them.
- Development updated: Annual Fund. Some grants submitted, waiting to hear back from them. Tricia is leaving us in a good position.
- *Question:* Website update? Launched Wednesday October 23, currently in final content edits. Dominic will forward a link for previewing.

### **Financial Report (E. Aasness)**

Working on updating financial reporting. Bank accounts are in good standing. No major changes. First two Semble payments have been released, on track. Status quo at this point.

### **Board & Standing Committees Status Update**

Executive Committee (N. Riordan):

- Question: Will we start NWAIS as Subscriber? Yes
- Question: Revamping TTMS survey was assigned to Jodi, but can we also look at NWAIS for guidance about what to ask. Survey is supposed to go out in January and Executive Committee will be working on creating the survey.

Board Development & Recruiting Committee (M. Mull):

- Recruitment update: One candidate that visited our Board meeting and he is on hold at the moment. One possible was interested but is the spouse of an Assistant which disqualifies from Board membership but looking at Committee membership. Morgan is reaching out to local resources for possible members. Board Chat with the Board occurred in September and the next is in December.
- Question: Does the Board plan to have a staff meeting? It would be great to have a meeting with the staff during the Head search and we will do a better job of providing a heads-up communication that the Board will be holding a meeting. Scheduling idea would be Pizza with the Board November 4 at 6:00-7:00 pm, early November after the first screening. Dominic will send an email to faculty/staff.
- Started ED Eval research and raining for the Board.
- Bylaws update: collecting feedback. Also identified some things in the bylaws that we are not doing and reevaluating our processes. Add comments into tracker online.

Finance Committee (E. Aasness):

- 2020 budget is in place.
- Working on 3-5year plan for tuition. Dominic is looking at peer schools looking at tuition assistance programs.
- Cleaned up USBank as mentioned earlier. Updated information with Secretary of State. Researching banking relationships.
- Supporting financial audit, we are not quite ready for audit but are looking at our current reporting systems.
- Attending a webinar regarding tuition setting, November 13, 10:30am at Eric's office.
- Next meeting next week. Researching outsourcing some of bookkeeping.

Development & Fundraising Committee (A. Earley):

- Board members 100% participation in Annual Fund.
- May 16 Spring Fundraiser at Fauntleroy Hall, the format is still up in the air but stay tuned while we transition in a new Development Manager.
- Development Manager position is posted.
- Capital campaign is next big project.
- Grandparents Tea was cancelled due to being a heavy lift for staff to host and small return for Annual Fund.

- Tricia will keep Annual Fund on track as service hours.

#### Building & Grounds Committee (R. Tomazic):

- Roof is main priority of the Committee.
- Maintenance assessment plan put on hold until Facilities Manager is hired.
- Kellen White is the architect working on Tukwila project and he is working on designs. Dominic is following up with him.
- Redwood Center: waiting for bid from Integris to work on the project. Timeline is tight, there is major structural work that needs to be done.
- Meeting tomorrow with a parent who was a planner, working with cities, as membership for Committee.
- Committee is exploring ways to keep parents updated and engaged, using Tuesday memo as a communication tool.
- *Question:* Integris large bill due to no invoicing? They have never invoiced us for the strategic plan work last year. We are unsure whether it was an oversight or pro bono.
- *Suggestion:* Robin suggests all Committees use Tuesday Memo to share relevant updates with community.

#### Diversity/Equity/Inclusion Committee (A. Earley):

- Last meeting was first meeting of the full Committee.
- A lot of discussion about the member application.
- Dominic is creating a Google Drive for the Committee.
- Next meeting will be approving the application and recruiting plan.
- Dominic will bring information on how our tuition assistance and DSHS subsidies have been used next meeting.

### New Business

#### Annual Fund Launch

The Annual Fund is launching today!

- So far four Board members have donated or pledged their obligation.
- The Annual Fund will run for 5 weeks though November 15 which is National Philanthropy Day.
- There will be a Match Challenge email coming out in week 5.

#### Board member Phone Banking

- Jill presents about phone banking by Board members for championing the November 13 & 14 (volunteer for one night at least).
- \$7,500 match challenge will be announced the 12th and the calls will be a follow up to that.
- The idea is that Members would come to the school and do this together, the TTMS phone number will show up and is more likely to be answered.
- Scripts will be available.
- Benefits the General Fund, highlighting supplies, teacher education, after school programs.

#### NWAIS Accreditation Information

*Handout:* A handout was provided about the overview of the accreditation process

We received our acceptance letter as a Subscriber School (yay!) There are three levels of membership in NWAIS

- Subscriber: may attend training, access online resources and legal services (a school may stay at this level for up to 5 years)
- Candidate: during this period, a school walks through a Self-Study to work toward meeting accreditation Standards. This is a collaborative process of board, staff and faculty during which we collect and document narratives speaking to how the school meets the standards (a school may stay at this level for up to 5 years)
- Accredited: accepted for full accreditation after completing self study and meeting or exceeding all standards

We are in no rush to launch into the Self-Study as we search for a permanent Head of School. The expectation is that the new Head of School will dive into getting started on the Self-Study. Right now, it's an excellent resource for us to tap into. Accreditation loans credibility to the quality of school and is a great benefit for recruiting.

The site visit was very successful and the auditors mentioned that we are in a good position for becoming Subscriber (at that time)

The annual cost of going through accreditation including the costs of hosting the accreditation team (approximately \$1000 per member) and full audit is approximately \$15,000

### **Tukwila Property**

Jessica reported a proposal to sub-divide a piece of the Tukwila property to a neighbor:

- The area is just to the right of the driveway and is covered with trees
- The neighbor offered to purchase this piece of property (approx 8,000sf).
- Robin recommends asking the neighbors how much square footage they are interested in
- The piece is also a slope and may cause extra cost in liability and street improvements (due to street frontage).
- Boundary line adjustment would slow us down in timeline, as needs to be completed before the change in use application
- If we had an unlimited budget it would be nice to keep the slice but the extra income would be nice. In a limited density residential so at most, a single-family home would be built on the property.
- Robin recommends finding out how much sf they want and getting an appraisal of the property on both seller and buyer side to get more details for decision making. Need to know the value, think about cash reserves, and weigh the benefits.
- Board agrees to Motion to authorize Dominic to let the neighbor know we are interested in what size lot and provide valuation and that we may counter with restrictions, amber seconds, no further discussion, all in favor, motion accepted.
- We will let the Semble investors know if we do move forward with the sale of the parcel.

### **Update on Head Search**

Triangle presented candidates today to the Board.

- A subset of candidates will be interviewed the week after next and then invite finalists to visit the school.
- Introduction to faculty, parents, admin. Board will hold listening sessions for feedback.

- An offer will definitely occur before the end of year
- Planning for the site visit itinerary and agenda: Meghan will reach out to Kathy for advice regarding planning.

*Suggestion:* It was suggested that the Board host a get together (pizza party?) for the faculty and staff to have face time with the Board. Be mindful of the school calendar when scheduling for the faculty/staff. Summer can help coordinate.

### Closing

Meeting adjourned at 9:06pm  
Closed session started at 9:13pm  
Closed session ended at 10:00pm

### Good of the Order

Next Meeting Date: November 4, 2019 7pm