

**Burien Montessori School  
dba Three Tree Montessori School  
Board of Trustees Meeting Minutes  
September 9, 2019**

**Present:**

Nathan Riordan	Meghan Mull	Jessica Parks	Nicole Cook
Amber Earley	Robin Tomazic	Eric Aasness	Jodi Ryznar

**Guests:**

Dominic Kehoe	Morgan Walker	Kristy Friend	Daniel Allen
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Open session opened at 7:08 pm by President Nathan Riordan.

- 1. Welcome and Introductions**
- 2. Visitors' Comments:** None
- 3. Approve Consensus Agenda:** MOTION to approve by President Riordan, seconded by Treasurer Aasness, motion carried 8/0/0.

**2019-2020 Budget**

On August 30, 2019, Treasurer Eric Aasness presented, by email, the proposed budget for 2019-2020. MOTION to approve made by President Riordan, seconded by Trustee Mull. The budget was approved by a vote of 7/0/0. No response from one trustee.

Old Business

**1. Director's Report**

One student withdrew from school due to relocation. A second student withdrew due to the lack of communication around opening the second upper elementary. Parents had concerns about location and lack of mixed ages. They were able to meet with Dominic Kehoe, Executive Director and the teacher, Jacque Elder for a discussion addressing the concerns. Current enrollment is 189.

On the October in-service day, discussion with staff will be about goals and observation schedule. Long term subs and new assistants have been hired. Afterschool programs include Teeny Tumblers, music and robotics.

Tricia Goodwin, Development Manager, secured a \$10k anonymous donation for diversity/inclusion including staff training and parent education nights. A family donated \$1K toward books on gender education, inclusivity and family diversity. Tricia and Dominic have developed a two year plan for grants. The focus his year is on assistant training and outdoor spaces. With smaller grants we can build a record showing grant money is used well for future applications.

Upcoming events were discussed. The NWAIS accreditation meeting will be attended by President Riordan and Dominic Kehoe. Other trustees are welcome. The deadline to launch the website is 10/1.

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

With an enrollment of 190 students, we are projecting a loss of \$330K. The Finance Committee will be working on the tuition plan and cost structure of the tuition discounts. Cost of repair for the roof are in the budget. In process of collecting bids. The loan on the blue house will be paid off. It was planned to be paid next year anyway.

**3. Standing Committees:**

a. Executive Committee

The committee met by conference call on September 5. The discussion included finalizing the baby policy, Junior High, budget, and access to the school. Trustee Tomazic reminded that we need a grievance and conflict of interest policy. Dominic Kehoe is working on those.

b. Board Development Committee

Trustees Mull and Earley will be at the Parent Fair and share the brochure about the committees and the work of the board. NWAIS board training is on 9/15. The annual report has a publishing deadline of 10/31. Dominic Kehoe said the ED should publish and that requirement should be removed from bylaws. All trustees will review articles 3 and 4 of the bylaws and send feedback online to the committee. The website information on the board needs to be updated. Currently, all board information is located behind a password and needs to be external. In October, the board will host coffee before Coffee and Conversation on the second Tuesday of the month.

c. Finance Committee

The committee discussed the blue house payoff, preparing tuition changes and researching competitors.

d. Development & Fundraising Committee

The fundraising goal is \$100K, split equally between the annual fund and spring fundraiser which is yet to be determined. Tricia Goodwin is preparing suggested giving levels for the annual campaign and expects 100% participation by the trustees. She is asking for phone bank assistance, and for trustees to encourage 3 families to participate in events. The challenge with the spring fundraiser is to balance affordability and meet our goal.

e. Building & Grounds Committee

The committee looked at the timeline for the JH property and an additional classroom at 160<sup>th</sup> property. It will be extremely tight to be up and running by 2021. The JH property need change of use, site work and remodel. The Redwood Center will need an interior remodel and plumbing. Architectural drawings are needed to move ahead.

A conflict of interest policy is needed to hire companies of current parents. Also need people who can reach out to Tukwila and SeaTac planners to delay and/or reduce the street modifications currently required. Tom Rzegocki, Dominic Kehoe and the architect are meeting 9/10.

There was a discussion of how to keep parents engaged in this process and to engage students.

f. Diversity/Equity/Inclusion Committee

The committee changed its name from diversity and equity committee. The big goal is to recruit members and structure itself as an advisory committee. Looking for outside members who can provide DEI issue information on the larger community and parents and staff who want to join. The committee is creating an application and clarity on type of work and time required. Committee believes a budget line item is necessary for staff and parent training, curriculum review and student education. Will look at the budget with an equity lens, develop a DEI decision making tool. The board is asked to attend any trainings scheduled. Diversity could be increased through financial assistance and attract families who would not otherwise be enrolling.

Other Notes:

We discussed how to share information with the school community. The committees could have tabs on the website to share committee status reports and updates. The meeting dates could be included on the website. Committees could alternate information in the Tuesday memo.

New Business

1. State of School/ Community Survey

A decision needs to be made about what the community survey will be. What do we want to accomplish? Do we want feedback? Trustee Ryznar is interested in working on this. It can be used as engagement and internal marketing tool. In past the breakout sessions have been based on concerns in the results of the community survey.

Good of the Order

None.

Open session closed at 9:03pm.

Closed session opened at 9:12pm.

Closed session closed at 10:02pm.

Submitted by Nicole Cook, Secretary.

