

TTMS Board of Trustees
Meeting Minutes: Monday, February 10, 2020

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

Absent: All Members present

Guests: Sawyer, Ken, Nicole, Gabi, Morgan, Jill, Heidi, Suzie, Theresa, Beth, Elizabeth, Jill B.

Visitor Comments (N. Riordan)

- Lower Elementary Teresa replacement: will be addressed in the Director's Report
- Other Lower El class: parent has heard some negative feedback and would like reassurance that a suitable replacement would be recruited
- Saturday Anti-Bias Training: Three staff went to a class and it was great, it is recommended that Board and admin staff also attend for continuity and to address things like policy. Please share any opportunities that come along.
- ED recruitment: An update email will come out tomorrow, there are three candidates that will be visiting the school over the next few weeks.

Approve Consent Agenda

Motion: Nathan makes a motion to approve the consensus agenda including the documents listed below; Eric seconds; No discussion; All vote in favor

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

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

Dominic reviews highlights from the Director's Report

- Enrollment: 189 students. Some Toddlers will be moving into Primary opening up some spaces from the Toddler waitlist. Last movements will occur prior to spring break
- Tom has begun work on the Jr High curriculum. He is currently in Phoenix and will be heading to New York to observe other Jr High schools.
- AMI process: Same recognition as last year aside from all Primary classrooms that do not meet the 24 student minimum. Needs to be a priority to reach 24 student minimum.
- Hiring update: Lower El position has been posted upon Teresa's retirement announcement. Receiving applications and scheduling interviews. Some applicants will be here for the recertification event this weekend. Regarding the question posed in the visitor comments, Dominic shares concern about the loss of Teresa's experience and knowledge. We hope to have a candidate announced this spring.
- Roof: It's done! Final cost was more than anticipated.
- Innovative School Programs Grant: Waiting to hear back, likely end of February to learn if we are eligible to apply for the grant (this was a pre-application process).

Questions/Comments:

- Roof: higher costs were due to more tear out and a thicker plywood needed due to joist spacing.

Board & Standing Committees Update

Executive Committee (N. Riordan):

- Discussed, enrollment, Interim Exec Director priorities, marketing the school

Board Development & Recruiting Committee (M. Mull):

- Sven Eric joined as a guest
- Recruiting: Some candidates in the pipeline, reached out to Project Lead, United Way for linking with their training programs
- Bylaws: propose key changes this year and delay a full review until the Board has more capacity to revisit
- ED Evaluation: update will be prepared for next month's Board meeting (was scheduled for this month but other priorities took precedence)

Finance Committee (E. Aasness):

- Two meetings this month
- Recommendations for tuition and teacher salaries will be discussed later in the agenda
- Capital expenditures: Redwood Center and Jr High are the two big items upcoming. Looking to reach out to the sellers of the blue house to see if we can defer just to hold on to some capital.
- \$629, 126 in the bank

Building & Grounds Committee (R. Tomazic):

- Maintenance Assessment and Plan: would like to look for some free/low cost building assessment to help prioritize. Looking at the local home inspection education program to see if the students can use our property.
- Space Needs Assessment: continue to prioritize Redwood Center for later this year, then Jr High property. End of Feb hope to have permit set plans for both properties and then estimates from contractors by March.
- Jr High Neighbors: a meeting with the neighbors occurred to discuss purchasing a corner of the Jr High property, Robin asked them to come forth with a proposal.
- Tukwila may not ask us to push forward with the road improvements. Jessica is working on putting together a package that proposes we should not have to provide the improvements (on the SeaTac side).

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

- Did not meet yet

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

- Did not meet yet

3rd Toddler Classroom Discussion

- Handout: Feedback Form Responses
- Why: looking for areas for enrollment growth, Toddler has a constant waitlist. Offers pipeline for feeding Primary and Elementary. Current Primary classrooms are skewed young (fewer capstone students). Would take some pressure off enrollment, we are currently licensed for 14 per class and 12 is the magic number for Toddlers.
- Feedback: Shows that we are not ready for a third Toddler class and faculty/staff were not fully in support of a third classroom.
- Dominic recommends not pursuing a third classroom at this time. The Board generally concurs and agrees that we need to increase enrollment in current classrooms.

Discussion: Boosting enrollment is a matter of capitalizing on social media, local parent groups, open houses, marketing events (festivals, parades, fire truck egg drop activity, etc.) Setting expectations for the new permanent ED in a successful marketing plan.

Discussion: We may revisit a third classroom when dust settles on the Redwood Center, the new ED, and finding staffing to cover the classroom. Toddler programs can be a financial burden and a loss leader but are a good pipeline for Primary. For now, focusing on Primary would be the better focus.

Teacher Pay Recommendations

- Process: Finance Committee is working on the budget, two biggest levers are tuition costs and enrollment. Major expense is payroll. The way pay has been calculated in the past has been unclear and issue contracts early on (by this week).
- Also looking at building a clear salary scale that includes base pay, increases for BA, MA and years of experience.
- Market adjustments will continue to be considered year-to-year
- Goals: transparency and modest pay increase to mirror modest tuition increases
- Increases in payroll will total a 3% line-item increase in the budget

2020-2021 Tuition Recommendations

- Handout: Tuition Recommendations
- Looked at competitor schools in the area and found that for preschool ages we were lower than others.
- Recommend 11% increase in Toddler, 5.3% increase for Primary and Elementary, 15.2-15.8% increases for AM/PM Care
- Tuition increases cover increases in costs and does not include covering loss in revenue due to decreased enrollment.
- Sibling discounts will remain in place.

Motion: Nathan makes a motion to approve the Toddler, Primary and Elementary tuition recommendations as proposed by the Finance Committee for the 2020-2021 school year; Robin seconds; No discussion; All vote in favor

Motion: Nathan makes a motion to approve extending Tuition Assistance to cover AM/PM Care costs; Amber seconds; No discussion; All vote in favor

Motion: Nathan makes a motion to approve the Toddler, Primary and Elementary AM/PM Care costs at the "Higher Option" recommended by the Finance Committee for the 2020-2021 school year; Eric seconds; No discussion; All vote in favor

Other New Business

No items presented.

Closed Session

Closed session was held.

Motion: Nathan makes a motion to approve Ken Hanks as a new Board Member effective March 9 Board Meeting; Meghan seconds; No discussion; All vote in favor

Good of the Order

- Next meeting: March 9, 2020 7:00pm