

TTMS Board of Trustees
Meeting Minutes: Monday, January 13, 2020

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

Absent: All Members present

Guests: Sawyer, Ken, Nicole, Kristy, Jill, Sven-Eric

Visitor Comments (N. Riordan)

Sawyer on behalf of some staff: Wording on the posting for the Director position states PS-6 which is not Montessori language, the posting feels like it's lacking soul, does not mention the Jr High.

- Board explains the recruitment process and how applicants learn of items not listed in the posting.
- Meghan will send word to Triangle to make some changes to the posting.
- Thus far, it seems the posting has not deterred candidates.

Approve Consent Agenda

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

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

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

Dominic reviews highlights from the Director's Report

- Enrollment changes: 187 students
- Alumni night was very successful: there were some prospective parents in attendance
- Medical insurance renewal: met with broker today, premiums going down!
- Hiring update: Jill Big Eagle joining us April 20 as Development Director (yay!)
- New roof is on the building, will be completed as soon as we have a few dry days, all plywood needed to be replaced so the cost went over budget a bit. 30-year warranty on parts.
- Phone and internet service are installed and working great.
- Whole School Leadership event: we will be hosting an event in April
- Innovative School Grant: finishing up tomorrow, Kathy can be a resource for review if we'd like to reach out to her
- Spanish club: expanded to address big waitlist, very successful and in demand

Questions/Comments:

- Are Enrollment numbers accurate? This number was as of Thursday

Board & Standing Committees Update

Executive Committee (N. Riordan):

- Reforming Dominic's goals for the year and will discuss the draft later in this meeting
- Make the community survey a priority. Jodi will put together some criteria and draft.

Board Development & Recruiting Committee (M. Mull): did not meet in December, but...

- Two prospects for Board membership (Sven-Eric and Ken, both present at meeting)
- Amber notes that we would like to have a member with development experience
- ED evaluation process is still in the works: metrics, goals, actual evaluation. Meghan will type up a summary and send out when it is ready.
- Bylaw review will be resumed

Finance Committee (E. Aasness):

- Priorities: Tuition Plan and Teacher Salary Plan
- Budget is on track, ~\$830,000 in bank, next Committee meeting will be Feb 5 and will run modelling and have a plan for approval for one-year plan. Marketing, fundraising, enrollment, property changes, capital campaign, etc. will need to be included in modeling
- Nicole has done a remarkable job in shoring things up

Building & Grounds Committee (R. Tomazic):

- One goal for the Committee was to complete facility maintenance assessment and plan (roof was priority). Has not been completed yet, due to change in Facility Manager position so will need to determine how to manage the Plan.
- Space needs assessment plan: Redwood Center is the priority. We just received plans and will be reviewing them at next meeting.
- Tukwila: Jessica is working on conditional use permit, aiming for Fall 2021. Jessica is getting all the materials together for the permit. Meghan will reach out to Jessica with a contact for landscape architect.

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

- Capital campaign will be a priority when Jill starts her role.
- Spring fundraiser is moving along, tickets are free, sponsors for beer/wine/liquor. Class projects and packages are on track

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

- Goal was to look at the new website through DEI lens. There was a lot to sort through, but we came up with some recommendations:
 - Change out pictures
 - Place financial and subsidy information upfront
 - Program information
 - Make DEI goals clearer and dedicate a page to DEI

Short-Term Priorities Planning

Response to the many things that are swirling around. We need to identify priorities and timelines.

Space:

- Space and planning is currently the responsibility of the Building and Grounds Committee. Committee is close to getting the plans and can get the estimates.
- Nate agrees with the committee owning the planning.
- Committee moving forward as quickly as they can but can't force it when trying to get the 'deal' – hard to push when not paying top dollar. Robin thinks they are close to getting estimates.
- Estimates should be in place by February
- Next Committee meeting will build the timeline

Dominic's priorities: Dominic provided a Draft Revised Goals document that the Executive Committee will review and fill in.

- Hiring: Guide contracts secured in February and hiring events if needed upcoming
- Toddler program: 7-10 families on the waitlist, maximum class size is 14, nap room is a possible space. Dominic will gather more information and we can have a full discussion in February Board meeting.
- Marketing plan:
 - Robin notes that the Open house was a success and the highest turnout (31 families!) we have seen. Lots of feedback (faculty/staff and board) has been gathered about how to make the event more successful and welcoming next year. An additional open house is a possibility in the spring. Dominic will ensure follow up occurs. Sawyer notes that Director and Admissions Director would be helpful to be in attendance.

Other New Business

No items presented.

Closed Session

Closed session was held.

Good of the Order

- January 22: TTMS 17th Anniversary!
- Next meeting: February 10, 2020 7:00pm