

**TTMS Board of Trustees**  
**Meeting Minutes: Monday, March 9, 2020**

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

**Absent:** All Members present

**Guests:** Elizabeth, Suzie, Tom, Mark, Sawyer, Adrienne, Nicole, Emily, Morgan, Teresa, Summer, Jill B., Sven-Erik

**Introductions (N. Riordan)**

- The Board is pleased to introduce Ken Hanks as a new Board Member!

**Visitor Comments (N. Riordan)**

- Adrienne has some resources from the Green Schools Conference to share with the Grounds Committee
- Is there an effort to recruit Board members with a Montessori education background. We are working on brainstorming this type or specialized recruitment, please reach out to Meghan with ideas.
- Thank you to the Board for all the time invested in the ED recruitment. The Board also thanks the staff for the thank you cards! The Board will be meeting with the Guides and Staff on Wednesday.

**Approve Consent Agenda**

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

- Approve March Meeting Agenda
- Approve February 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. Should be an increase in enrollment by next meeting. Advertisement is currently running in Parent Map magazine, a very nice, big ad!
- Coronavirus: We have a dedicated web page for Covid19 that includes links to CDC, messages from Dominic. We will be keeping the school open until further guidance by Public Health. Looking into alternate travel options for spring trips. Considering virtual meeting for parents, including for the State of the School. Currently no confirmed cases in our school community. Dominic is on all the lists possible for receiving updates. We will provide resources for parents online in the event of a closure. Dominic is
- Building finances options: Looking at several banks for options to refinance main building, blue house for a lower payment. Interest rates are low right now. The last time we did something like this was eight years ago and the value of the properties has likely increased.
- Jr. High Update: Meeting last week was a huge success and we will likely hold additional meetings for those who were not able to attend.
- Guide/Staff contracts: Have been sent out.
- Hiring update: One elementary opening (Teresa is retiring), Emily attended job fair in Portland and was able to make some connections.
- Blue House: WiFi has been set up.
- Innovative Schools Program Grant: We did not secure the grant. Thank you Jill for all your work!

Questions/Comments:

- Thank you Dominic for all you are doing.

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

#### Executive Committee (N. Riordan):

- Coronavirus
- Hiring
- ED transition

#### Board Development & Recruiting Committee (M. Mull):

- Recruitment:
  - We have a new Board Member and are reviewing an application tonight for another. One active candidate in the pipeline. Our goal is to recruit five new Board Members this year.
  - Linking with Project Lead (United Way) to find diverse candidates. Committee will be partnering with the DEI Committee as a joint effort
- By-Laws: Next month will bring a list of what we would like to make updates to but are holding off on fully updating for this year.
- State of the School: Is next week. The Board will be planning for this.
- ED Evaluation: Need a sub-group to do the actual work to decide what and how we will collect for evaluation.
- Board Chat: The next meeting is April 14, meeting before Coffee and Conversation.

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

- Redwood Center: We have a preliminary timeline so we are ready to open in the fall with two classrooms and it works out timing-wise. Final plans will be sent out to bid so we can find out the cost; looking at financing options will follow. 3-4 weeks is the timeline for getting info back regarding bids. Also working on permitting with the City simultaneously. Construction will likely begin mid-May. Timeline is tight but we have some contingency plans in mind in case the Center is not ready by the start of school.
  - Summer program may be impacted by construction for access to the playground. Guides are working on contingency planning for this. Likely the most disruption would be the parking lot.
- Maintenance Assessment and Plan: On hold until next month. Robin is reaching out to home inspectors who may be willing to donate their time as the next step. We will put a call out in the Tuesday Memo to see if there is anyone in the Community who may be able to provide a report. The person does not necessarily need to be licensed but knowledgeable. This assessment will help do long-term planning for budgeting purposes for repairs in the future. Robin is reaching out to a local training program.
- Jr High Property: Waiting for final plans for conditional use permits (Tukwila) and sending out to bids. About four weeks, similar to Redwood.

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

- Did not meet yet, February 11 was last meeting
- Capital Campaign Update: Amber provided a handout. Jill is working on a cut sheet or brochure currently.
- Spring Benefit: The group is on track.

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

- Did not meet yet this month, February 20 was last meeting
- Discussed what we are going to accomplish this year:
  - Exit interviews for people leaving the school

- Increase enrollment: this month's meeting will be used to gather ideas from the Committee
- Reviewed website updates
- Ryan gave an update of Anti Bias Workshop she attended

Finance Committee (E. Aasness):

- Nicole working on budget, fine-tuning forecasting.
- 226 is the magical enrollment number. Committee is optimistic about the fundraising, marketing and website contributing to boosting enrollment. We are currently running at a deficit financially month-to-month. Increasing enrollment will ease this as the number increases.
- August 31 is when the budget is scheduled due. The Committee is working on it.
- As mentioned earlier, Dominic is working on refinancing for the buildings and hopefully secure some extra cash by doing so.
- Account balances are healthy, a little down from last month but good. We did have some big expenditures this year, including the roof
- Tuition Assistance: 4% immediately available, 1% will be reserved for emergency situations, 1% reserved for new student enrollments outside of the fall. Our goal is to not turn away anyone.
- Treasurers report: \$576,751 in bank right now. Employment contracts have been sent out and everyone received an increase in pay, we were able to keep the cost balanced given some staffing changes.

#### **Coronavirus Update**

- Nothing more to add outside of what was covered in the ED Report
- Q&A: Dominic has been in contact with Highline PS in sharing information and keeping informed. Highline has been very communicative with their community, also has sent messaging about anti-bias. The DEI Committee will take this up and we will get something out to the Community.

#### **Executive Director Transition Plan (Meghan updated)**

- We will be announcing the new ED this week, Wednesday:
  - Staff meeting on Wednesday morning
  - Memo by email and in folders to families
- We will be planning a spring visit for the successful candidate to visit the school and meet the community.
- Dominic will be working on a plan to onboard the new ED
- Thank you to everyone who participated in the process!

#### **Other New Business**

The Board will look in to listing topics that are being discussed in Closed Session.

#### **Closed Session**

Closed session was held.

*Motion:* Nathan makes a motion to approve Sven-Erik Nielsen as a new Board Member effective March 9, 2020; Erik seconds; No discussion; All vote in favor

#### **Good of the Order**

- Next meeting: April 13, 2020 7:00pm