

TTMS Board of Trustees
Meeting Minutes: Monday, September 14, 2020

Present (via Skype): Nathan Riordan, Eric Aasness, Robin Tomazic, Meghan Mull, Jodi Ryznar, Teresa Rao, Sven Erik Nielsen, Ken Hanks, Jami Sweeney

Absent: All Present

Guests: Guests joined via Zoom

Visitor Comments

No visitor comments

Approve Consent Agenda

Motion: Nate moves to approve the consent agenda. Meghan seconds; No discussion; All vote in favor. Motion passes.

Director's Report Q&A (Jami)

There has been a general optimism and positivity to having students back and to teaching in person with the younger children and teaching remotely with the elementary.

We are currently interviewing new families to bring our occupancy to full and realize that keeping our status at that level is key to getting to May with financial health.

Having outlined our enrollment now that the deadline has passed we are doing the analysis around the composition of our tuition income and how that impacts us over the long term. There will be more detail surrounding this information for next month's meeting as our current situation is near full meaning we cannot count on more tuition income from new families and also a significant percentage of our population who are being educated remotely to which we have chosen to offer discounts. Both of these realities provide a situation for us financially which is the most difficult barring positive CV-19 diagnoses at the younger levels which would increase the percentage of reduced tuition due to more classes going remote.

Enrollment, September 2020

- Toddler Half Day 6
- Toddler Full Day 17
- Primary Half Day 15
- Primary Full Day 59
- Elementary 56
- Total 155

Since we last met our staffing has settled with a staff count June 1 of 38 and a staffing count currently at 28. The composition of the classrooms is as follows:

- Toddler 2
- Primary 4

- Elementary 2 (1 Lower Elementary, 1 Upper Elementary)

The composition of the staffing is as follows:

- Admin 4 (Development, Finance, Program, Director)
- Guides 7 (2 Toddler, 4 Primary, 1 Lower El, Upper El)
- Assistants and Support Staff (full and part-time) 17

Board & Standing Committees Update

Executive Committee (Nate)

Finance Committee (Eric): Committee has not yet been held this month, meeting next week.

- Will be forecasting and revising the budget to adjust for COVID impacts.
- Bank balances are at about \$492,000 at this time.
- Running at a bit of a loss this month, about \$118,000, but is to be expected while tuition discounts are in place.

Board Development & Recruiting Committee (Sven Erik):

- Next meeting is tomorrow: primary focus is recruitment. Looking to recruit Members outside the TTMS community. Also priority is ED evaluation.

Development & Fundraising Committee (Meghan): Have not yet met this month

- Despite no official fundraising “kick off” we have already raised \$1,700 so far this year.
- Annual fundraising goal is \$85,000
- Working on data collection and tracking to establish baseline data around fundraising.
- No fundraising events are planned this year but we are looking at how that will look for the future.
- Jill is drafting a memo that defines Community Events vs Fundraising Events. The Committee requests that the Board reviews and shares thoughts.
- The Committee requests that we share local business contacts with Jill for partnerships in fundraising.

Diversity, Equity, and Inclusion (Jodi): Committee has not yet met this month. Stay tuned!

Building & Grounds Committee (Robin)

- Made recommendation to Jami to move forward with home inspection proposal at all three properties to put together an assessment of the buildings to outline long term maintenance that each building needs. Received a 50% discount on the inspection from local home inspection school.
- Big projects are on hold for the time being due to COVID.

Closed meeting at 7:27

Executive Session

Executive Session was held this evening.

Motion: Nate moves to approve both James Sweeney and Nicole Cook as signatories on all Three Tree Montessori School bank accounts. Eric seconds; No discussion; All vote in favor. Motion passes.