

**Board of Trustees Meeting
September 25, 2019 MINUTES**

Meeting called to order at: 6:36 p.m.

Members in attendance: Salvador Aguinaga; Matthew Champion, *President*; Lauren Cressy Dunbar; Justin Dunnem, *President-Elect*; Annie Geary, *Past-President*; Julia Kanczuzewski, *Treasurer*; Ramona Kim; Jeff Miars; Rabia Shariff; Donna Voor, *Secretary*; and Dena Williams

Staff/Faculty in attendance: Kim Bosworth, *Director of Admissions*; Susan Finster, *Assistant HOS for Finance & Operations*; and Randy Kelly, *Head of School*

Guests in attendance: n/a

Members Absent: Rachel Novick

Introductions

Meeting Format was discussed.

- 10 minutes will be allowed at the beginning of each meeting to review reports.

Minutes from the May 22nd, 2019, Open Session meeting were unanimously approved.

MOTION was made and seconded (via email over the summer) to approve Justin Dunnem as a new Trustee and President-Elect for the 2019-2020 school year, effective immediately. Motion approved.

Finance Committee – Moved to Closed Session

Facilities/Technology Committee – Sal Aguinaga presented a written report highlighting the following:

- Playground progress
- September Committee Walk-Through guided by Randy and Suzie
- Grounds
 - Repaving drive and parking lot
 - Re-routing traffic
- Committee Role

- Slack
 - Discussion was started prior to, and continued during, the Facilities/Tech report regarding the use of the Slack program as the BOT's new online document organization. Matt mentioned he would give an on-screen presentation in the October meeting.
- Status of TMA's website – moved to closed session

Advancement/Marketing Committee – No written report. Donna Voor updated us on Fall Frolic.

- Trustees were encouraged to place Fall Frolic flyers at their places of business.
- The T-Shirt registration deadline has been extended
- The proceeds from Nelson's chicken sales taking place at Fall Frolic will actually go into the Windfall budget.

Committee on Trustees – No written report.

- Committee Assignments were discussed and a new Committee Assignment document will be posted to Slack.
- Sal Aguinaga stated he no longer chooses to be the Chair of the Facilities/Technology Committee, but will remain active as a member.
- Rabia Shariff agreed to be the Chair of the Facilities/Technology Committee.
- Regularly scheduled meetings of the Executive Committee will no longer be held. These will be held on an as-needed basis.

Head of School Report – Randy Kelly reviewed a written report highlighting the following:

- Enrollment Update
 - Retention figures
- After School Enrichment Programs
 - It was suggested that we send home hard copies of all Enrichment registration forms.
- Staffing
- Staff and Professional Development
- Teacher Training Center
 - Bethel College/TMA Partnership Framework
- Parent Education Night
- CPR/First Aid/BBP Training
- Annual Report
- Playground Update
- Fire/Safety Drills
 - Fire drills are required monthly unless replaced with a storm or safety drill
- Ice Cream Social/All School Picnic
- Fall Frolic
- Admissions Report

Old Business

MOTION was made to keep the current Strategic Plan in place for the remainder of this school year, or until a new Plan has been approved. Motion approved.

New Business

- Review of TMA exiting families was moved to Closed Session
- Early Childhood Early Dismissal Clarification
 - Currently, care is offered only to students enrolled in full-time after care on early dismissal days. Randy explained that offering care to all EC students and even Now & Then students during staff in-service early dismissal days (once a month) could potentially require high levels of staffing, thus not allowing those staff members to participate in the in-service activities.

Motion to adjourn.

Adjourned to Closed Session at: 8:18 p.m.

Next meeting: Wednesday, October 30th at 7:00 p.m.