

Monarch Montessori Board Meeting Agenda

Date of Meeting: August 11th, 2020

Our Mission: *To create a nurturing school community grounded in Montessori pedagogy, accessible to families of all incomes, that places the needs of the children first.*

Welcome! (7:00 p.m.)

Fill Treasurer Vacancy (7:00-7:05 p.m.)

- Chris Dirkes has been nominated for the role of Treasurer.
 - **CONFIRMED**

Director's Update (7:05-7:40 p.m.)

- Licensing- will happen soon!
- Change next month's board meeting
 - **NEW DATE CONFIRMED: SEPT 1ST**
- Outdoor space
 - New fence estimate - **~\$5,500 + \$500 TO REMOVE OLD FENCE**
- Classroom
 - Reconsider calendar
 - [Previous calendar](#) (38 days without school)
 - New [proposed calendar](#) (29 days without school- 6 for teacher training/classroom refresh/conferences + 23 for holidays) **APPROVED**
- Enrollment
 - Marketing ideas
 - Virtual and private tours
 - Pictures of the classroom
 - 50% off tuition - **CHANGED TO ENROLL BEFORE LABOR DAY; INCLUDE TERMS THAT THEY MUST STAY ENROLLED FOR 3 MONTHS**
 - Brochures for stores and neighborhoods
 - Contact news stations? **TRY WITH CONTENT/PARENT HELP STORIES**
 - Call centers and ask about waiting lists/closures - **SCRIPT THAT CLARIFIES WHO WE ARE (NEW CENTER)**
 - Cash for referrals for centers and individuals - **SUGGESTED INDIVIDUAL/FRIEND REFERRALS ONLY - 10% OFF ONE MONTH (\$120)**
 - **OTHER IDEAS FOR CONSIDERATION:**
 - **CHURCH EMAIL/MAILING LIST**
 - **FILM A TOUR OF THE CLASSROOM AND POST VIDEO ON SOCIAL MEDIA**
 - **SPONSORED/BOOSTED SOCIAL MEDIA ADS (TARGETED AT NEARBY ZIP CODES)**
- Finances
 - Sibling discount? **TUITION COMMITTEE TO CONDUCT COMPETITIVE RESEARCH**

- Report from First Children's Finance (see email)
- Volunteer opportunities
 - Outdoor space, Distance Learning materials
 - [Write thank you letters](#) - **MARIA VOLUNTEERED**

Hiring Committee Update (7:40-7:55 p.m.)

We hired an Assistant Teacher!

- ***JULIA TO REACH OUT TO GATHER BIO/PHOTO FOR WEBSITE***

Tuition Committee Update (7:55 p.m.-8:15 p.m.)

See [powerpoint](#).

- Late Policy/Late Fee
- Hours/Cost for After-school Care decided
- Half Day Cost
- Payment/Late Payment Fees
- Discount for Breaks

Bathroom Committee Update (8:15-8:30 p.m.)

- See estimate. (Will email pdf.)
- Loan update
- Date of install TBD
- Hiring Committee - Determine plan and salary if we need to pay for a bathroom monitor; hopefully source volunteers (through Church, etc.)

Fundraising Committee Update (8:30-8:45 p.m.)

Virtual Auction Proposal -

https://drive.google.com/file/d/1yQEj_EVO84I205Z1yJad6iBws0oodvuO/view?usp=sharing

Demo - TEST Auction Site: www.32auctions.com/TESTMonarch

NEED: More auction items - 27 Items secured - [auction items](#)

Marketing (8:45 p.m.-8:55 p.m.)

- Send in pictures and bio!

Background Checks Reminder (8:55-9:00 p.m.)

- How each board member should submit their background check
- Jennie will walk through the background check process
- Will upload instructions to the drive/email out to all board members how to complete their background checks.

Review Action Items and Adjourn

Action Items:

- Determine Pick-up policy

- Tuition Committee - Schedule additional meeting; Consider sibling discount or other discounts
- Julia - Gather new Assistant Teacher's bio and photo for website
- Maria - Volunteered to write Thank You notes to donors
- Hiring Committee - Determine plan and salary if we need to pay for a bathroom monitor
- Everyone - Solicit for Auction Items - Gift Cards, Gift Baskets, etc. - Notify Julie
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Future Meeting: