

Monarch Montessori Board Meeting Agenda

Date of Meeting: July 14th, 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! (7:00-7:05 p.m.)

- Maria and Kevin were officially inducted as Board Members

Updates on Classroom (7:05-7:30 p.m.)

- Licensing
 - We passed the health inspection, so all inspections are done.
 - The classroom has been completely painted.
 - We are assembling the furniture and materials necessary for initial licensing. After that, we will be ready to take photos (and video?) of the space for marketing purposes.
- Update on bathroom installation
 - Bathroom Committee: Eric, Chris, Kirsten
- Personnel
 - Update on hiring a TA
 - TA Hiring Committee: Elizabeth, Bennett, Maria
 - Roles: Interviews, Contract, pay, benefits, hours, and expectations, etc.
 - Substitute Teacher Options: Elizabeth
 - Does anyone know an employment lawyer?
 - Jennie is going to ask her law firm

Updates on the Outdoor Learning Environment (7:30-7:35 p.m.)

- Quote from arborist
- Thank you to Julie and Kenzie Longren for drafting an easement agreement.
- Updates on easement
- Will plan for a day when volunteers can help clear brush, spread mulch, etc.
 - Potential Dates: July 25/26 weekend (morning and evening options?)
 - Julia creating volunteer sign-up sheet

Revisit School Calendar: 9-Month or Year-Round? (7:35-7:55 p.m.)

- Discuss [sample calendar](#). Should weeks off be free/discounted?
 - Discussed options of charging for off-days vs. discounted rates, and discussed how this relates back to the Mission of accessibility and how our school is differentiated
 - Follow-up with Bennett on discounted rate that was applied in his financial model
 - We believe he applied discounted rates to Holidays, full rate for teacher training
- Look at cash flow for [year-round](#) versus [summers off](#)
 - Recommending to stay open during the summer

- Board approved the proposed 20/21 calendar

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

Tuition is \$1,200 collected monthly

- Cost of after care (\$150 per month for 1.5 hrs has been proposed and built into financial model)
 - Proposed the option of charging a higher daily rate for “drop-ins” - \$20 per day
 - Discussed needing a standard pick-up policy
- Offering a half day option and if so, the cost of half day
 - If we do, discussed needing the amount to be more than 50% of full day (proposed \$650-800) - \$750 was discussed as our target, Needs to be reviewed by financial committee
- Should rates go up by a small amount automatically every year?
 - Discussed average cost of living annual increase (2-4%)
- Should we have an application fee? (Right now it is set at \$5.)
 - Agreed to keep at \$5 this year
- Should we have a late payment fee?
 - Yes
 - Discussed wanting a reasonable amount that isn't overburdensome
 - Discussed ideal date - maybe not the 1st (so it doesn't conflict with other bills)
 - Discussed needing a plan for the first month upfront
- See Bennett's update for his input/breakdown

Tuition & Calendar Committee/separate meeting: Maria, Bennett, Chris, Jennie

- Discussed having the committee propose the plan to the rest of the Board in 1-2 weeks from now

Bennett's Update on Budget, First Children's Finance Loan, and Payroll (8:15-8:45 p.m.)

- Unable to attend the meeting on 07/14 - [See letter here](#)
- Financial estimates for 2020-2021 year
- Update on First Children's Finance Loan
- Discussion around pay, benefits, hours, and expectations for new hires and additional staff. Focus on how that impacts the budget.
 - Hiring Committee responsibility
- Bennett's notes were circulated to board via email on 07/10/2020. Jennie will upload his notes to the Google Drive on 07/14/2020.

Board presents offer letter to Julia for Executive Director position (8:45 - 8:50 p.m.)

- Board vote needed for [approval of letter](#)
 - Agreed to approve hiring Julia

- Determined we need more information from legal or grant requirements to verify what needs to be documented in the letter (benefits, start date, etc.) - Follow-up needed with Bennett on the letter
- [Executive Director job description](#) for future use/reference-currently not finished
- Letter/job description will be uploaded to Google Drive by Jennie on 07/14/2020.
 - [New Drive folder](#) was created for employment/staffing documents titled “Staffing”
 - See under “School Operations”

Fundraising (8:50-9:20 p.m.)

- [Julie drafted a letter to send to potential donors.](#) Thank you for sharing it with friends and family!
- Amazon Smile and registry- We’ve already received donated materials in the mail!
- Jennie and Julie- [Fundraiser event](#)
 - Live Event with Silent Auction
 - Targeting hosting towards the end of August (possibly from the school)
 - Julie to connect on items with Julia, and working with Jennie, Chris and Kirsten on other plans

Marketing (9:20 p.m.-9:35 p.m.)

- Send in pictures and bio!
- Reminder: Julie has a spreadsheet (Monarch_Content) with content for social, including stats
- Chris will demo our amazing website!
- When the classroom is ready, we can take pictures of the space.

Background Checks through MN DHS (9:35-9:45 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 at 9:45 p.m.

Action Items:

- Julia to Provide Bathroom Committee Options to Review: Eric, Chris, Maria
- All - Employment lawyer contacts
- Julia is creating a volunteer sign-up sheet for helping with outdoor space - possibly July 25/26
- Tuition/Budget Committee needs to set a date for a follow-up meeting (WHO? Jennie to setup?)
- Hiring Committee needs to set a date for a follow-up meeting (WHO? Jennie to setup?)
- Determine Pick-up policy
- Julie working on silent auction and will recruit help as needed

- All board members complete their background check--see Jennie for any questions
- Julia fine-tuning Make/Donate list and then post on social

Future Meeting: