

Monarch Montessori Board Meeting Agenda

Date of Meeting: June 9, 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.*

Moment of Silence and Reflection (7:00-7:05 p.m.)

Welcome, Kevin! (7:05-7:15 p.m.)

Everyone shares their name and one place they cannot wait to go after quarantine.

Updates on Classroom (7:10-7:20 p.m.)

- We signed the lease and have the keys!
- We passed the Fire Inspection and Building Inspection.
 - *Building will come back for bathroom*
- Health Inspector coming Wednesday, June 17th
- Working with licenser
- Working with Prime Contractors- site visit tomorrow
- \$ for painting supplies?
- Should we go ahead and post the Teaching Assistant Job? Finalize hours?
 - *Questions around waiting for financing to be secured? Julia felt we could swing it*
 - *Should consult a lawyer for employment contract*

Updates on the Outdoor Learning Environment (7:20-7:30 p.m.)

- Northland provided an estimate for fence construction. (Thank you, Kirsten! Your own estimate was spot on.) Choose fence design.
- Wendi consulted on outdoor space. Recommended hiring an arborist for trees and brush.
- Update on arborist
 - *Could potentially do for free*
- Property line issue- does anyone know a real estate lawyer or title specialist?
 - *Julie and Kevin reaching out to contacts*
 - *Talking to church*
- Ideas for mowing?
- Will plan for a day when volunteers can help clear brush, spread mulch, etc.
- \$ for fence?
 - *Estimate is \$4,900*
 - *12 month no interest financing*

School Calendar: 9-Month or Year-Round? (7:50-8:10 p.m.)

- **Notes:**
 - *Discussed pros and cons (business, teacher, student)*
 - *Leaning towards year-round and planning that moving forward*
 - *Next Steps: Once tuition is set then run the numbers to make sure. Review school calendar and breaks/vacation plan*

Fundraising (8:10-8:20 p.m.)

- [Julie drafted a letter to send to potential donors.](#)
 - *Julia creating Amazon registry list*
 - *Julie will update letter with Amazon Smiles and Amazon registry detail when Julia is ready*
 - *Discussed co-vid masks and needs; CDC does not recommend except for events/emergency responses so should have some on hand*
- Monarch Amazon Smile
 - *Julia setup Monarch with an Amazon Smiles account*
- [Materials to Make or Donate](#)
 - *Julia will update and then post on social media when ready to setup account*
- Jennie- [Fundraiser event](#)
 - *Ideas:*
 - *Discussed potential for in-person, outdoor, social distance event*
 - *At park pavilion, at Church site, St Paul farmers market, etc.*
 - *Discussed FB Live shopping event*
 - *Online Silent Auction*
 - <https://www.32auctions.com/>
 - *In-person community building event - donate books, etc.*
 - *Messaging:*
 - *Need to be sensitive to the time (recession, lots of requests for donation)*
 - *Important to tie our message to what's going on (education, accessibility for all, community)*
 - *Timing:*
 - *Discussed August*

Setting Tuition (8:20-8:40 p.m.)

[Resources](#)

Questions we need to answer:

- Collected weekly or monthly?
 - *Monthly*
- Cost of before/after care
- Cost of half day
- Can we fund scholarships?
- Can we put money in a reserve?
- Should we have a “COVID-19” rate?
 - Financial resources for child care centers during COVID-19:
https://mn.gov/mmb/assets/Child%20Care%20Program%20Matrix_UPDATED_5.12.20%20_tcm1059-430884.pdf
 - <https://mn.gov/mmb/childcare/providers/>
- Should rates go up by a small amount automatically every year?
- Should we have an application fee?

- Should we have a late payment fee?
- NOTES
 - *Discussed whether other schools are raising fees during COVID*
 - *Aligned on \$1,200 per month*
 - *Discussed setting a goal for limited scholarships for the first year*

Marketing (8:40 p.m.-8:55 p.m.)

- [Julie researched websites and online guides for how people find childcare centers.](#)
- We will need a virtual tour and photos when the classroom is set up. Any resources?
- Send in pictures and bio!
- Reminder: Julie has a spreadsheet (Monarch_Content) with content for social, including stats
- Chris will demo our amazing website!

Review Action Items and Adjourn at 9:00 p.m.

Action Items:

- *Julie/Jennie - Connect and form option for Fundraiser Event*
- *Julia creating Amazon registry list*
- *Julie will update letter with Amazon Smiles and Amazon registry detail when Julia is ready...then send out to All to reach out to family/friends*
- *Julie and Kevin reaching out to contacts for Property Line insurance/cost*
- *Julia fine-tuning Make/Donate list and then post on social*
- *Chris - take a look at this site for online auctions - could this work for us?:*
<https://www.32auctions.com/>

Future Meeting:

- *Review budget plan related to being open full year*