

**Board of Trustees Meeting
February 26, 2020 MINUTES**

Meeting called to order at: 6:40 p.m.

Members in attendance: Matthew Champion, *President*; Lauren Cressy Dunbar; Justin Dunnem, *President-Elect*; Annie Geary, *Past-President*; Julia Kanczuzewski, *Treasurer*; Ramona Kim; and Jeff Miars

Staff/Faculty in attendance: Kim Bosworth, *Director of Admissions*; Kari Jambor, *Director of Finance*; and Randy Kelly, *Head of School*

Guests in attendance: n/a

Members Absent: Salvador Aguinaga; Rachel Novick; Rabia Shariff; Donna Voor, *Secretary*; and Dena Williams

Minutes from the January 29, 2020, Open Session meeting were unanimously approved.

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

- 2019-20 Enrollment Update
- 2020-21 Re-Enrollment Update
- Development Update
- Admissions Report

COMMITTEE REPORTS

Finance Committee: Moved to Closed Session.

Facilities/Technology Committee: No report.

Advancement/Marketing Committee: No written report. Ramona Kim updated the Board on the following:

- Windfall
 - Special ticket prices
 - Board Gift – Party favors (cookies) and champagne
 - Matt will send an email to all trustees with information re: donation to Board Gift

Committee on Trustees: No written report.

- Matt asked that everyone please review the draft of the Strategic Plan that was recently posted on Slack. He would like to vote on it's approval at the Retreat in March.
- Matt also asked that anyone who hasn't already returned their Recommitment letters, please do so, or let him know your intentions.

New Business:

- Conversation re: new PTO Structure
 - Suggestions include: having a parent involved in the leadership; meeting at the end of this school year to discuss what the goals should be; having BOT members attend PTO meetings.
- March Board Retreat
 - Wednesday, March 25th at McCourtney Hall on Notre Dame Campus
- Extended Closure Plan (Pandemic)
 - Matt asked Randy to put together a plan regarding the possibility of having to close school for an extended period of time, using the recommendations of the CDC. Sharing the plan with teachers and families will assure them TMA is being proactive.

Motion to adjourn.

Adjourned to Closed Session at: 7:15 p.m.

Next meeting: Wednesday, April 22, 2020, at 6:30 p.m. (Retreat – March 25, 2020)