

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda - APPROVED

Tuesday, February 21, 2023 at 6:00 p.m.

Zoom Meeting - Due to COVID

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQOT09>

Meeting ID: 852 5074 7687

Passcode: k2CJdy

One tap mobile

+1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York)

Meeting ID: 852 5074 7687

Phone Passcode: 750431

Find your local number: <https://us02web.zoom.us/u/kdHMgZcn5b>

Sent to OW - 2/16/2023 | Placed on Website - 2/16/2023

## **I. CALL TO ORDER** by Chairperson: 6:02pm

## **II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST**

1. Board Members Present + Declarations: Tim Eilrich no conflicts, Angie Johnson no conflicts, Amanda Johnston no conflicts, Shanny no conflicts, Rose Bleymeyer no conflicts, Chris Castagneri no conflicts
2. Board Members Absent: none
3. Other Attendees: Antonio Kuklok, Emily Endstrom Moore, Addie Washington, Kelsi Poster, Jonna Duke, S Barnier, Abbie Eilrich, Debbie Hutton

## **III. REVIEW OF TRM MISSION & VISION STATEMENTS**

**Mission:** Empowering students to reach their full potential through authentic Montessori learning.

**Vision:** Academic Excellence \* Community Engagement \* Environmental Stewardship

## **IV. APPROVAL OF MEETING AGENDA**

### 1. ACTION ITEMS:

- a. **APPROVAL:** Tonight's Meeting Agenda
  - i. Tim - need to make adjustments to agenda under financials (see below)
  - ii. Motion to Approve - Shanny
  - iii. Motion Seconded - Tim
  - iv. Discussion - None
  - v. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
  - vi. Motion - Motion carried unanimously

## **V. PUBLIC COMMENTS** none

## **VI. CONSENT AGENDA**

### 1. ACTION ITEMS:

- a. **APPROVAL:** TRM Regular Board Meeting Minutes 1/17/2023
  - i. Motion to Approve - Angie
  - ii. Motion Seconded - Rose

- iii. Discussion - None
- iv. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
- v. Motion - Motion carried unanimously
- b. **APPROVAL:** Early K1 Admissions Policy
  - i. Antonio provides some context. This process is in the event someone were to request an early admission. Shanny mentioned she's had inquiries so good to have a policy in place.
  - ii. Question from Rose, is a TRM employee conducts the developmental screening? Antonio anyone that meets the guidelines in the policy.
  - iii. Question from Tim, who conducts the assessments? Antonio, mainly up to the parent, but there are some guidelines provided.
  - iv. Question from Rose, thought the wording in #2 could be tightened. It was a little gray. Antonio, we can make the updates.
  - v. Question from Tim on #5 some this criteria already exist? Antonio, we'd look to other schools or the curriculum coordinator that would assist in this area.
  - vi. Shanny, follow up on #5, if we have a 4yo that is nearly 5yo are these benchmarks attainable? Tim, they'd have to be very advanced to meet these requirements. Antonio, correct. Chris, is this in alignment with the school district? Antonio, yes.
  - vii. Tim, assuming a child meets the criteria, this is just admission to the lottery or if applying mid-school year. Antonio, this covers both scenarios.
  - viii. Motion to Approve - Shanny
  - ix. Motion Seconded - Tim
  - x. Discussion - None
  - xi. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
  - xii. Motion - Motion carried unanimously
- c. **APPROVAL:** Complaints Policy
  - i. Antonio, this includes students, parents and other persons. Otherwise it's comparable to the previously board approved staff complaint policy.
  - ii. Chris, we should think about additions to the family/student handbook. Something to look at for next time. Where to go for further resolution so we are being as transparent as possible. We want to convey that the boards power comes through the vote and outline what a board can/can't do etc. Tim agrees the policy should be addressed in the handbook. Perhaps board complaints should have an outlined policy as well. Amanda offers the suggestion of a form that would outline the main elements needed to investigate. Antonio, this is all doable that we can work to put together. Tim, do we look approve this as is and add in other elements later. Antonio, completely up to the board how to handle.
  - iii. Motion to Approve - Tim
  - iv. Motion Seconded - Amanda
  - v. Discussion - None
  - vi. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
  - vii. Motion - Motion carried unanimously

## **VII. REPORTS**

- 1. Finance Committee
  - a. **APPROVAL:** Prior Month Expenditures
    - i. Antonio, mostly payments for Pathfinders, lunch etc. Cash-flow out is mostly Pay.com payroll, supplies etc.
    - ii. Motion to Approve - Tim
    - iii. Motion Seconded - Amanda

- iv. Discussion - None
- v. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
- vi. Motion - Motion carried unanimously
- b. January Month End Financials
  - i. **APPROVAL:** Prior Month Financial Report
    - 1. Tim - if you want the fine details, please come to our Finance Committee meetings, this is a brief overview. We are close to finalizing the transition to Bergan KDV. We are at a deficit still but the school took action to address this. We will need to work to revise the budget. We applied for COVID grant and got it but it hasn't hit the books yet. Our cash balance for the EOY was significantly impacted and the sting from this deficit. Reminder that the authorizer expects 20% by 5th year. We are budgeting about 8% higher than needed, Antonio/Bergan investigating. There is current legislation in process for free lunch/breakfast for all students in the future.
    - 2. Motion to Approve - Tim
    - 3. Motion Seconded - Angie
    - 4. Discussion - None
    - 5. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
    - 6. Motion - Motion carried unanimously
  - ii. (Added) Approval: November revised 2022 expenditures
    - 1. Tim - same thing different month
    - 2. Motion to Approve - Tim
    - 3. Motion Seconded - Amanda
    - 4. Discussion - None
    - 5. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
    - 6. Motion - Motion carried unanimously
  - iii. (Added) Approval: December 2022 revised expenditures
    - 1. Tim - same thing different month
    - 2. Motion to Approve - Tim
    - 3. Motion Seconded - Shanny
    - 4. Discussion - None
    - 5. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
    - 6. Motion - Motion carried unanimously
- c. Financial Services Update
- d. Antonio, missing CC receipts, we are all caught up to date.

## **VIII. INFORMATION ITEMS**

- 1. Staffing Update
  - a. Antonio - we currently have an open EA position in an E1 room. Currently screening candidates. We have a medical leave coming up where we'll need coverage for another EA. Also still on the hunt for our paraprofessional openings.
- 2. Fastbridge Winter Report
  - a. Antonio - we no longer have our main contractor to do the data assessment, working to find a replacement otherwise it will be Antonio. Antonio feels this assessment tool is not current and is looking at other tools that offer better data on measuring growth. Antonio is familiar with trends in other assessment tools where Winter testing can take a dip but then picks up again in Spring. Shanny adds that the test materials are different, it's not comparing apples to apples. It auto adjusts so the student doesn't get the same test. Tim - if it's benchmarked, there should be some progression. We'd need spring data to triangulate

everything. Tim do other parents get confused/concerned by these metrics? Is this normal for comparing testing to Montessori methods? Antonio, we do our best to tell the story behind the data. Antonio doesn't wholly understand some of the trends either. Shanny's previous experience only did MCA testing until starting in 2nd grade. By the time they started testing, they were testing well. This was also at a very established school. We're still coming off of COVID where everyone is a bit behind and we are not quite established enough as a school to see more upward trends.

3. Bussing and School Start Time Update for 2023-2024
  - a. Antonio, the packet provides a detailed explanation as to how this transpired. TRM expressed to ISD 728 there was no opportunity for discussion. Antonio tried to persuade/ask for alternatives and was told 'no'. 728 is the second largest district in MN and holds a lot of weight. Which means we are now on the High School Tier. There is nothing in the legislature to address funding gaps with bussing. Antonio shared with staff today. Chris shared that in talking to her network, some parents prefer this earlier schedule and will look for schools that offer alternate hours. It could also offer some flexibility if offering half day Fridays for long weekends/teacher prep time/training. Antonio, 728 is expected to drop their calendar for next year soon. Rose offers we include some sort of FAQ document to be proactive in answering family questions. Pathfinder rates would need to be adjusted. There should be room to build in more of a flexibility of planning the calendar, but it is dependent on 728 and snow days, this year we had a cushion of 12 days. Antonio thinks about 25% of current student body utilizing. Tim wondering if we can make it work for future years? Antonio, March 1st is the deadline, we can take this as an agenda item for a Finance meeting with Bergan to look at the numbers. We looked into Osseo (next closest bussing company). Debbie - Vision Transportation was actually trying to be helpful but the District basically put the kibosh on it as a violation of contract. Tim, adding to Finance committee meeting for further discussion.
    - i. School start times will be changing to 7:30am and school end time will be 1:45pm due to bussing
    - ii. Busses will drop between 7:05am and 7:25am and pick up at 1:45pm
    - iii. Communication plan forthcoming
4. Application update for 2023-2024 SY
  - a. Antonio - 33 new applicants to-date. Chris, what did we do for marketing? Antonio, not much (opportunity for improvement). Chris thinks there are some flags stored somewhere stating "enrolling now" that might be helpful to put out.

## **IX. DISCUSSION ITEMS**

1. Health Office & Handbook Review
  - a. Antonio reviewed the current language. Created mid-year after seeing gaps in the process. Will be a working document as we see opportunities to tighten up the process. Rose and Shanny think having a number added under - how many incidents of 'tummy issues' would be helpful. This will help in being firm with families about picking up child when ill. Antonio - we will update this area so it's more clear. Shanny appreciates more autonomy in the classroom for minor incidents. Staff feel they have the appropriate training and re-educating as needed. The incidents that we are firm on coming to the health office are head injuries, heavy bleeding, loss of consciousness etc. Staff members have the certifications, Connie has additional certifications (Epi-pen). We have plenty of inventory of needed supplies.
2. Osprey Wilds Board Observation Feedback & Governance
  - a. Chris we do have a grid where we review these criteria quarterly. Emily - this form is meant to offer ongoing feedback around expectations. It's not an official warning. This allows Osprey to evaluate progress on meeting minimums. This gives the board an opportunity to re-evaluate what topics need to be addressed more or less frequently.

3. Progress on Executive Director Review
  - a. Chris we are making progress, we've done interviews with staff members. Gathering information on the culture and in contact with our HR consultant. Hoping by next meeting that we will have done our review. Committee is Chris, Rose and Tim doing the leg-work and will bring the highlights to the full board to review.
4. Strategic Planning Check-In
  - a. Due to the weather, we will need to postpone our in person meeting. We also need to remember that these sessions need to be public and posted on the website 5 business days in advance. The consultant will plan to join us again in the spring. Strategic plan is posted to the website currently. Do we want to create a one-pager hand out to go home with students? Angie will take a stab at a draft.

#### **X. REVIEW OF NEXT MEETING DATE**

1. Date, Time, Location of Next Regular Board Meeting - March 21, 2023 6:00 p.m.
2. Agenda Items Request or Send to Board Chair

#### **XI. ADJOURNMENT**

1. Motion to Approve - Amanda
2. Motion Seconded - Shanny
3. Discussion - None
4. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
5. Motion - Motion carried unanimously
6. Meeting adjourned 7:51pm

Board Approved: 3/21/2023