

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, October 18, 2022 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 - 10/13/2022 | Placed on Website - 10/13/2022

**I. CALL TO ORDER** by Chairperson: [Chris Castagarni to order 10/18/2022 6:01 pm](#)

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

1. Board Members Present + Declarations: [Tim](#), [Angie Johnson](#), [Shanny Snyder](#), [Chris](#) - No conflicts
2. Board Members Absent: [Amanda Johnston](#)
3. Other Attendees: [Antonio Kuklok](#), [Jonna Duke](#)

## **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
  - b. Motion to Approve - [Angie](#), To approve the Meeting Agenda
  - c. Motion Seconded - [Shanny](#)
  - d. Discussion - None
  - e. Vote - [Tim](#), [Angie](#), [Shanny](#), [Chris](#) - Unanimous Approval Vote
  - f. Motion - Carried

## **V. PUBLIC COMMENTS**

## **VI. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. **APPROVAL:** TRM Regular Board Meeting Minutes 9/20/2022
  - b. Motion to Approve - [Angie](#), To approve the TRM Regular Board Meeting Minutes 9/20/2022
  - c. Motion Seconded - [Tim](#)
  - d. Discussion - None
  - e. Vote - [Tim](#), [Angie](#), [Shanny](#), [Amanda](#), [Chris](#) - Unanimous Approval Vote
  - f. Motion - Carried

## VII. REPORTS

1. Revised Budget
  - a. **APPROVAL:** Revised Budget 2022-2023
  - b. Lisa Presented:
    - i. The budget increased in several categories. Many items were reclassified. We went from 13.6% to 14.3% balance of the overall budget. Authorizer goal is 20% in the first five years.
  - c. Motion to Approve - Tim, to approve the 2022-2023 revised budget.
  - d. Motion Seconded - Shanny
  - e. Discussion - None
  - f. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
  - g. Motion - Carried
2. Finance Committee
  - a. September Month End Financials
    - i. **APPROVAL:** Prior Month Expenditures
    - ii. Motion to Approve - Tim, To accept the September expenditures
    - iii. Motion Seconded - Shanny
    - iv. Discussion - None
    - v. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
    - vi. Motion - Carried
    - vii. **APPROVAL:** Prior Month Financial Report
    - viii. Motion to Approve - Tim, to approve the september financial report.
    - ix. Motion Seconded - Shanny
    - x. Discussion - None
    - xi. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
    - xii. Motion - Carried
  - b. CSP Grant Update
    - i. Need the final invoice for backup to get our CSP reimbursement.
  - c. Lease Aid Update
    - i. Approved and submitted to Osprey Wilds.
    - ii. Notified that we are reimbursed on the high side, we will need to consider this for future growth.
  - d. Line of Credit Renewal
    - i. **APPROVAL:** Renewal
    - ii. 75,000.00 line of credit with Bank of Elk River is up for renewal. The cost is approximately \$200.00 to make this line of credit available. We have never used this line of credit but we want to have this as a safety net incase a need arose.
    - iii. Motion to Approve - Tim, to renew the \$75k line of credit with the bank of elk river
    - iv. Motion Seconded - Angie
    - v. Discussion - None
    - vi. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
    - vii. Motion - Carried

## VIII. INFORMATION ITEMS

1. Enrollment and Waitlist Update
  - i. Antonio Presented: Current enrollment is 156, all seats that have a waitlist have been offered.
2. Pathfinders Before and Aftercare Update
  - i. Antonio Presented: Overall the program is bringing in a profit.
3. Building Update: Projects and facilities update
  - i. Antonio Presented: Upgrade to the doors, replacement of the lower level doors, keyscan access at all key entry points. Looking for boulders for the

playground. Copier installed downstairs and updated the copiers on both levels.

4. Staffing Update: Current open positions and newly filled positions
  - i. Antonio Presented: Currently interviewing staff for some of the open positions.
5. Fall Fastbridge Testing Results
  - i. Antonio Presented: Fall Fast Bridge testing is a screening test to gain a benchmark to compare against the spring. This is one set of data we use. The MCA data is end of the year information. Fastbridge allows us to use the data in realtime to make changes to effect the students learning for the current school year.
    1. K-6 - Fastbridge (Fall, Winter, Spring)
    2. 3-6th - MCA (Spring)
  - ii. The data is available to assist with interventions created by the Student Assesment Intervention (SAT).
  - iii. In addition the Executive Functioning test is performed in the Fall and Spring.

## **IX. DISCUSSION ITEMS**

1. Accounting, Financial Advisory, and Payroll Services Proposal
  - a. **APPROVAL:** BerganKDV
  - b. Antonio Presented: Looking to switch from Designs for Learning to Bergan KDV for some services. Proposing to switch the Finance, Audit Prep and Payroll process to Bergan KDV. Continue using Designs for Learning for the HR piece. Notified Pamela Meade from Designs for Learning and is willing to work within shorter timeline than the 90 day clause in the contract. Bergan KDV can onboard us beginning December 1, 2022
  - c. Motion to Approve - Shanny, to approve the vendor Bergan KDV for financial, audit prep and payroll services.
  - d. Motion Seconded - Tim
  - e. Discussion - Tim discussed that there is an increase in cost of approx \$3k, but the time saved will net \$6k benefit in time saved by Antonio and staff. This automated process will also eliminate many of the possible human errors. Bergan KDV will also be able to identify other inefficiencies because of their 3-5 projections.
  - f. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
  - g. Motion - Carried
2. World's Best Workforce & Annual Report
  - a. **APPROVAL:** Report
  - b. Antonio Presented: A report that is created to outline what happened the prior school year. This is posted on the website and demonstrate transparency with the public.
  - c. Motion to Approve - Amanda, Approve the World's Best Worksfoce& Annual Report
  - d. Motion Seconded - Angie
  - e. Discussion - None
  - f. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
  - g. Motion - Carried

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

1. Date, Time, Location of Next Regular Board Meeting - November 15, 2022 6:00 p.m.
2. Agenda Items Request or Send to Board Chair

## **XI. ADJOURNMENT**

1. Motion to Approve - Shanny, To adjourn the meeting
2. Motion Seconded - Angie
3. Discussion - none .
4. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
5. Motion - Carried

Board Approved:

1. Motion to Approve -Shanny made a motion to approve the board meeting minutes from 10/18/2022
2. Motion Seconded - Tim
3. Discussion - None
4. Vote - Shanny, Amanda, Tim, Angie, Chris - Unanimous Vote
5. Motion - Carried