

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tues. Oct. 20, 2020 at 7:00 p.m.

IN- PERSON at TRM School 17267 Yale St. NW, ER

Or Join Zoom Meeting- Due to Covid

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINY>

[m9HQT09](https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINY) 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 - 10/13/2020

Placed on Website - 10/13/2020

I. CALL TO ORDER by Chairperson Leah Studaker at 7:00 p.m.

II. ROLL CALL

- a. Board members present: Leah Studaker, Lisa Andrican Troy Hanson, Hannah Scholten
- b. Board members absent: Carlo Galeazzi
- c. Other attendees: Rose Bringus, Joe Aliperto, Erin Anderson

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

Hannah Moved to approve, Lisa 2nd In favor: Lisa, Troy, Chris, Hannah, Leah,
Unanimous Approval

V. APPROVAL OF PAST MEETING MINUTES

- a. TRM Regular Board Meeting Minutes 9-15-20
Hannah Moved to approve, Lisa 2nd In favor: Lisa, Troy, Chris, Hannah, Leah,
Unanimous Approval
- b. TRM Board Training/Work Session Notes 10-6-20
Lisa Moved to approve, Leah 2nd In favor: Lisa, Troy, Chris, Hannah, Leah,
Unanimous Approval

VI. DECLARATION OF CONFLICTS

No conflicts declared by: Lisa, Troy, Chris, Hannah, Leah

VII. NEW BUSINESS

- a. Finance Committee
Joe Working at 85 students, budget was at 83, will bring contracts forward for next month to make sure we have a 5% fund balance, larger shortfall for audit, will need to make that up during the year. In process of applying for lease aid, been in

communication with CSDC and Ten Square, CSP grant has been relied on heavily, need to secure line of credit at \$150,000 so we pay vendors on time, cash will be tight this year, state held back \$22,000, fire marshal is approving certificate, CSP revenue coming in, budgeted \$10,000 in donations so need effort on this, recommends budgeting on the original 83 students to make sure we have cushion.

1. September Month End

Troy motioned, to accept the September financial package including the expenditures, Leah 2nd the Motion, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

2. 2019/2020 Audit

Troy: First audit, goal to get unqualified opinion, mean there were no issues, we received this and everything was properly stated, they have no issues with the accounting firm, went through an RFP, gave us a summary, a life to date since we are newer school, going forward will have full audit each year and full presentation, Joe concurred.

Troy motioned to approve the fiscal 2020 audit as presented, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

3. Before & After School Program

Rose: have 2 or 3 students in regular attendance, work exploring how to boost enrollment or create new activities.

4. CSP Grant Budget Rose: First implementation period, budgeting for more Chrome books for teachers and testing in the spring, more furniture and supplies coming, assessment tools and training, curriculum development looking to purchase montessori albums for around \$3,000 used for many years, looking at a shed, movable play items, we cannot purchase play structures with CSP money but movable items can be, looking at what the state will allow for regarding professional development.

b. Academic Excellence Committee

Rose: Working with staff and Brian Rossi to make sure we have the most critical policies in place and will work with board chair to review and plan to get them in place, Tammy the special ed director can help advise on Special Education

1. Special Ed Policy(s) - Will review again next month.

2. Annual Report - Confirming with OW this will not be required for FY2020

3. Goals - Annual, FY21

- Reading Well By Third Grade Literacy Plan
- World's Best WorkForce Plan

4. School Event/Family

Rose: Event to get family surveys, not much planned this year yet due to covid cases rising, conferences planned

5. Staff Surveys Rose: Will compile a spring survey for staff.

c. Building Update

1. Certificate of Occupancy--We received the official, need fire marshal for lease aid

2. Playground

3. Enrollment-

Rose: 85 students total,

Gwen K 18 K 8 1st, 3 distance, 23 attend daily, total 26

Meg 1-3 all in person 29 students, Hannah 30 students all in person 4-6

4. Waitlist

Rose: Kindergarten still has waitlist, proceeding with caution, want up to 4 students if open, 2nd grade waitlist of 10 children, discussion of class sizes.

d. Hiring Committee- Rose/Chris/Lisa

1. Montessori Curriculum Coordinator -

Debbie Hutton: Consider Job Description Rose: Debbie started as a Para, so switching her to best utilized as coordinator through the CSP budget for this school year only, utilized another way next year, will lead assessments for Osprey, she may do training and help administer testing, important to align with Montessori. Will also help with individual children or Montessori presentations. Will help with tasks also, as well as classroom observations.

Will present a contractor contract for board approval next meeting.

2. Consider Sped Para Hires

- Nicole Patterson

Hannah motioned to Nicole Patterson as a new hire, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

3. Consider Special Education Teacher Hire

Approval tabled to next meeting.

4. Consider Teachers Assistants Hires,

Has posted for mid-day sanitizing with Corona virus relief funds, no hires yet.

5. Consider TRM Grievance Policy

Chris motioned to approve the TRM Grievance Policy, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

6. Consider Updated TRM Employee Handbook Rose working on leave policy, will present at another meeting.

e. TRM's PTO

Volunteer form: We will change wording to encouraging volunteering, instead of requiring or requiring a set limit.

1. PTO Lead

2. TRM's School Store- fundraising idea

f. Board

1. Consider Board of Director Handbook

Hannah motioned to approve the board binder as presented, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

2. Board Surveys Leah: Brian suggested, should be done on annual basis,

3. New Applications for Board Members

Liz Frink, put in application, Britnee Hendrickx, put in application to serve as a member.

Erin: 124 E by year 3 for compliance of ongoing board

4. MDE Charter School Bootcamp **Wednesday, October 21, 2020 - VIRTUAL**

Registration closes on Tuesday, October 20, 12 p.m.

5. On Demand Board Training (all online & free)

6. Carlo Galeazzi's Resignation

Is moving to Florida. Chris motioned to accept his resignation, Troy 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous approval.

7. Leah Studaker's Resignation

Leah presented her letter. Chris motioned to accept her resignation, Hannah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous approval.

Hannah made a motion to approve Chris as Interim Board Chair, Lisa 2nd, Lisa, Troy, Chris, Hannah, Unanimous approval.

Troy moved to have Hannah be the secretary, Lisa 2nd, Lisa, Troy, Chris, Hannah, Unanimous approval.

VIII. REVIEW OF NEXT MEETING AGENDA

a. Date, Time & Location of next Regular Board Meeting - Nov. 17th, 2020, at 7pm

b. Discussion of Agenda Items

IX. MOTION TO ADJOURN by Troy moved. 9:55 p.m.

Board Approved: **Motion to approve made by Hannah Scholten. Motion seconded by Lisa Hanson. Unanimous approval on November 2nd, 2020.**