

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tues. Nov 17, 2020 at 7:00 p.m.

Join Zoom Meeting- Due to Covid

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQT09>

Meeting ID: 852 5074 7687

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Sent to OW - 11/12/2020 | Placed on Website - 11/12/2020

I. CALL TO ORDER by Chairperson: **Chris Castagneri at 7:03**

II. ROLL CALL

a. Board members present: **Lisa Andrican, Hannah Scholten, Jonna Duke, Chris Castagneri, and Jaclyn Jones**

b. Board members absent: **Troy Hanson**

c. Other attendees: **Daniel Jett, Rose Bringus, and Joe Aliperto**

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

Lisa motion to approve made by, Hannah 2nd the motion, Unanimous Approval (Hannah, Jaclyn, Jonna, Chris, and Lisa)

V. APPROVAL OF PAST MEETING MINUTES

a. TRM Special Board Meeting Minutes 11-2-20 Hannah motion to approve made by, Jaclyn 2nd the motion, Unanimous Approval (Hannah, Jaclyn, Jonna, Chris, and Lisa)

VI. DECLARATION OF CONFLICTS

Lisa, Chris, Jonna, Jaclyn, and Hannah no conflicts to declare

VII. NEW BUSINESS

a. Finance Committee--Troy & Joe

1. October Month End

a. *Based on 83 students enrollment. 87 students currently enrolled. \$63,000 outstanding balance at the end of the month. Lease aid still waiting on approval. Currently looking at a declining cash value due to revenue and state fund withholding at 10%. Income revenue at an average flow for this month. Covid relief fund available through December. Finance committee*

will look at the budget revisions in December to see if we can continue to pay hired COVID relief staff. Projected to meet financial requirements of Osprey Wilds by the end of the year. Hannah made a motion to approve. Jaclyn second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)

2. School Use of Venmo for Donations and Expenses
 3. TRM Budget Review Letter from Osprey Wilds
 - a. *Needing a final budget document (when things were approved). Show enrollment by grade level and projections. Show special education reimbursement amount and details.*
 4. Line of Credit Update
 - a. *Signed previously by Chris and Troy and sent to US Bank in Elk River. Document copy need to be sent to Joe.*
 5. Lease Aid Update
 - a. *Outstanding issue: fire department (not having a pull station). Rose currently working on getting one put in.*
 6. CSP Grant Update
- b. Academic Excellence Committee
1. Consider: Special Ed Policy--Procurement and Equipment--Rose
 - a. *Decides how to purchase equipment. Form has been created to help align equipment, time, and funds with special education needs. To be completed by special education teachers. Lisa motion to approve. Jaclyn second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 - b. *General Education Procurement and Equipment Policy: Director and Office Manager would be completed a inventory policy every two years. Document available. Hannah motion to approve. Lisa Second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 2. Covid Classroom Situation Update--Rose
 - a. *Proposed teacher planning days from November 30 through December 1. Proposed distance learning beginning on December 2nd. Proposed extra two week from January 2nd for extra COVID cushion. Next in person date beginning January 19th. Lisa motion to approve. Jaclyn second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 - b. *Proposed special education in person minutes for high needs students (three of current concerns). Proposed part time in person learning. Lisa motion to approve. Hannah second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 3. Consider: Enrollment Cap at 87 Students for the 2020-2021 school year. Should a student withdraw, the seat may be filled in that classroom by a child in the same grade.
 - a. *Hannah motion to approve. Lis second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
- c. Building Update
1. Gateway Financial Lease Update--Rose
 - a. *Lease ending November 30th. Spaces not available for use. Possible use for stage and teacher break. Other uses would need approval.*
 2. Bus Flow Update--Rose
 - a. *Not currently able to fit buses underneath the oning. Looking a cast to incearse the hight and width of that space.*

3. Lower Level Expansion--Rose
 - a. *Three classrooms looking to be added with and two smaller special education classrooms.*

- d. Hiring Committee- Chris/Lisa/Rose
 1. Consider: Updated Executive Director Job Description
 2. Consider: Beginning Permanent Executive Director Search
 - a. *Chris, Jaclyn, and Hannah volunteer. Motion made to begin to search. Chris motion to approve. Hannah second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 - b. *Additional meeting needed to begin process*
 3. Consider: Special Education Teacher Hire of Ebony Williams
 - a. *Lisa motion to approve. Chris second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 4. Consider: Covid19 Relief Staff Hire Jan Martyn
 - a. *Lisa motion to approve. Hannah second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 5. Consider: Covid19 Relief Staff Hire Gabriela Hurtado
 - a. *Lisa motion to approve. Hannah second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 6. Consider: Updated TRM Employee Handbook
 - a. ***Tabled to next board meeting***

- f. Board
 1. Osprey Wilds Update of their Evaluation Framework--Chris
 2. Board Surveys--Chris
 - a. ***Tabled to board meeting in January***
 3. Training Review & Tracking Sheet--Chris
 4. Board Meeting Performance Review Osprey Letter--Chris
 5. GSuite Use and Storage--Chris
 6. Consider: Credit/Debit Card Policy
 - a. *Addition: Addition platform to receive payments (Venmo) not to make payments. Hannah motion to approve. Lisa second the motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 7. Consider: Video Surveillance Policy
 - a. *Hannah motion to approve. Chris second motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 8. Consider: Public and Private Personnel Data Policy
 - a. *Lisa motion to approve. Hannah second motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*
 9. Consider: Protection and Privacy of Pupil Records Policy
 - a. *Lisa motion to approve. Hannah second motion. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)*

VIII. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Regular Board Meeting - Dec. 15th, 2020, at 7:00 p.m.
- b. Discussion of Agenda Items

IX. MOTION TO ADJOURN by Chairperson: *Chris Castagneri* at 8:50 pm

Motion to approve made by Lisa. Seconded by Hannah. Unanimous approval (Lisa, Hannah, Chris, Jonna, and Jaclyn)

Board Approved: