

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday, December 21, 2021 at 7:00 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 - 12/16/2021 | Placed on Website - 12/16/2021

**I. CALL TO ORDER** by Chairperson: Meeting called to order by Chris Castagneri at 7:02 pm.

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

1. Board Members Present + Declarations: Hannah Scholten, Chris Castagneri, Lindsay Tilley, Troy Hanson, Amanda Johnston, and Andrea Cuellar
2. Board Members Absent:
3. Other Attendees: Rose Bringus, Liz Frink, Jonna Duke, Osprey Wilds, 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**

Motion to approve meeting agenda made by Hannah. Seconded by Andrea. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL OF TRM Regular Board Meeting Minutes 11/16/21

## **VI. INFORMATION ITEMS**

1. Sped Update: Hiring Consultant Review
2. Hiring Approval: Previous special education department director Katty Kertus from Swan River Montessori has been asked to come and review our special education program. This will happen in January and is covered under special education funds.
  - a. **ACTION ITEM:** Elly Tran, Social Worker Elly has started working for TRM as a social worker. Currently her role is around meeting the minutes needed for IEPs and restorative social conversations. Motion to approve Elly Tran as the TRM social worker made by Hannah. Seconded by Amanda. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)

3. Approval of Policy(s) Wait list section added to require students to attend TRM within ten school days of accepting the seat. A change made to close new students joining the current year at the lottery date.
  - a. **ACTION ITEM:** Application and Enrollment Policy Motion to approve attendance policies as presented made by Hannah. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
4. Board Binder Updates made to the binder for the upcoming year
  - a. **ACTION ITEM:** Approve Updates Motion made by Hannah. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
5. Bylaw Changes Policy updates to reflect board member time
  - a. **ACTION ITEM:** Approve Updates Motion to approve made by Amanda. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
6. Playground Fund Disbursement Document requested to approve funds raised thus far from the 2020-2021 school year and part of the 2021-2022 school year. Question about the funds raised in addition to one-hundred dollars that was in the account to begin with. Question about raised funds for this year and designating those dollars to other avenues. Funds balance changed to reflect the original hundred dollars that was in the account playground from \$7,212.40 to \$7,212.40.
  - a. **ACTION ITEM:** Approve Disbursement of Fundraised Dollars (\$7,212.40) to West Title Motion to approve using the raised fund balance of \$7,112.40 made by Hannah. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
7. Enrollment Update 163 seats filled currently. Several students scheduled to start at the beginning of the break and a couple that started this week.
8. Building Update Fire alarm system needs to be updated for the lower level to include a speaker system. Currently looking into whether this should have been added at the time of building construction or if this needs to be included in the building plan. The building inspector stated that we need the handicap parking to be painted on the parking spot as well as indication with the sign. Looking to get an extension on the certificate of occupancy due to the addition of the speaker system from December 31, 2021 if needed.
9. Playground Update Playground installed but awaiting finishing touches. Most likely this will be done after the holiday break.

## **VII. REPORTS**

1. Finance Committee Currently budgeting for 164 students but have been noticing that we are only using funds for 154 students. Looking to revise the budget soon. Needing to finalize the September reimbursement and submit the October and November reimbursement. State still has a 10% hold back. We have not yet been approved for the lease aid needed for the lower level of the building. Looking to grow fund balance to 20% by the end of our fifth year of operation. We are still owed some money from the department of education. This will be arriving sometime during the second half of the year.
  - a. November Month End Financials
    - i. **ACTION ITEM:** Approve Prior Month Expenditures Motion to approve the prior month expeditors made by Tory. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
    - ii. **ACTION ITEM:** Accept Prior Month Financial Report Motion to approve the prior month financial report made by Hannah. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
  - b. Budget Discussion Revised budget meeting will be had in January.

## **VIII. PUBLIC COMMENTS**

## IX. DISCUSSION ITEMS

1. Employment Agreement Updates Conversation around Rose Bringus stay at her current staffing level until the spring due to the interim direction position not being filled and likely not filled for this school year. Conversation around an end date for Rose's and Jonna contracting being the end of the 2021-2022 school year unless agreed otherwise by the parties within the contract.
  - a. **ACTION ITEM:** Rose Bringus and Jonna Dukes Contracts Motion to change the end date on Rose's and Jonna's contract to the end of the current school year and change Rose's employment status to a .85 FTE made by Amanda. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
  - b. **ACTION ITEM:** Jonna Duke
2. Executive Director Interim and Hiring Update Committee has been meeting to discuss the current inquiries, director application process, and application descriptions. Looking to post the position for the permanent director for the 2022-2023 school year on January 1, 2022 and start reviewing applications and schedule interviews within three to four weeks of the posting.
3. Remote Learning Update There are no longer students enrolled in remote learning and no inquiries at this time.
  - a. **ACTION ITEM:** Consider Changes Motion to discontinue the remote learning option made by Hannah. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
4. School Board Official Election Consideration of date to hold election to align with the annual board meeting in May (May 17, 2022).
  - a. **ACTION ITEM:** Set Date Motion to hold the annual board meeting and election day on May 17, 2022 made by Hannah. Seconded by Amanda. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
5. Enrollment Cap Walnut Room Discussion around the current needs of the classroom and capping the classroom to twenty-five students. With twenty-six enrolled currently, discussion was had about lowering the grade level caps to our current numbers.
  - a. **ACTION ITEM:** Consider Enrollment Cap Motion to cap the number of seats for the fourth grade and fifth grade room to eleven and the sixth grade room to four to be revisited for the next school year made by Hannah. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
6. Consider Troy Hanson Resignation
  - a. **ACTION ITEM:** Approve Motion to approve Troy Hanson's resignation made by Amanda. Seconded by Andrea. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
7. Consider Amanda Johnston TRM Board Treasurer
  - a. **ACTION ITEM:** Approve Motion to approve Amanda Johnston as the board treasurer made by Andrea. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Chris, and Hannah)
  - b. **ACTION ITEM:** Approve as a signer on bank accounts Motion to approve Amanda Johnston as the signer on TRM bank accounts made by Lindsay. Seconded by Hannah. Unanimous approval (Andrea, Amanda, Lindsay, Chris, and Hannah)
8. Designate Active TRM Board Committees
  - a. Academic Excellence, Governance, Finance, Development, School Operations  
**ACTION ITEM:** Approve Committee Members Motion to approve volunteered board members for designated committees made by Andrea. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Chris, and Hannah)
  - b. Academic Excellence Committee Hannah and Andrea
  - c. Governance Committee Andrea and Amanda
  - d. Finance Committee Amanda and Chris
  - e. Development Committee Lindsay Tilley and Andrea Cuellar
  - f. School Operations Committee Chris

9. Board Training
  - a. Opportunities

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

1. Date, Time, Location of Next Regular Board Meeting - January 18, 2022 7:00 p.m. Virtual  
Due to Covid
2. Agenda Items Request or Send to Board Chair

#### **XII. ADJOURNMENT**

Motion to adjourn made by Lindsay. Seconded by Amanda. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)

Board Approved: Motion made on January 18, 2022 to approve board meeting minutes made by Hannah. Seconded by Amanda. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)