

Three Rivers Montessori

Board Of Directors Meeting

Perkins Restaurant

Elk River, MN

February 18th, 2020 @ 7 PM

Board Meeting Minutes

TRM Mission

“Empowering students to reach their full potential through authentic Montessori learning”

“Academic Excellence | Community Engagement | Environmental Stewardship”

Call to Order: 7:05 p.m.

Present: Leah Studaker, Chris Castagneri, Carlo Galeazzi, Therese, Troy Hanson

Guest Present: James Ewer, Charter School Division of the Audubon Center of the Northwoods (Authorizer)

High Priority Action Items - Board Chair

1. Approve Meeting Minutes from January 21st, 2020, **Motion to approve made by Troy, Second by Carlo, Motion carried.**
2. Review and approve TRM Children’s House Job Description **Motion to approve made by Troy, Second by Leah, Motion carried.**
3. Review and approve TRM Teachers Assistant Job Description **Motion to approve made by Carlo, Second by Troy, Motion carried.**
4. Review and approve TRM Food Service Assistant **Motion to approve made by Leah, Second by Leah, Motion carried.**
5. Review and approve TRM E-1 Teacher Job Description **Motion to approve made by Carlo, Second by Troy, Motion carried.**
6. Review and approve TRM E-2 Teacher Job Description **Motion to approve made by Troy, Second by Carlo, Motion carried.**
7. Review and approve TRM Administrative Assistant & Health Aid Job Description **Motion to approve made by Chris with one change to add “administer medication”, Second by Carlo, Motion carried.**

Board Approved March 17, 2020

8. Review and approve TRM Special Ed Teacher Job Description Motion to approve made by Carlo, Second by Leah, Motion carried.
9. Review and approve TRM Employee Welcome Letter Motion to approve with updates to the look of the document and add the mission/vision made by Carlo, Second by Leah, Motion carried.
10. Review and approve TRM Employee Handbook Tabled. Therese will send to an HR person for review and compare benefit days off to other charter schools nearby with committee to recommend, and Chris to compare to last year's handbook for differences and bring back to the board next month.

Budget/Financing Committee: Joe A/Troy/ Therese/Leah

1. Balance: Bank of Elk River: \$3,106.00 & \$545.00 and (Loan Balance of \$9,000); Spire: \$2,177.10. - Troy Hanson, Board Treasurer
2. Budgets: Contingency & Plan Budget - Finance Committee meeting update:
 - Review of financials
 - Next meeting when we have location, Committee met January 28th
 - Discussion of promissory notes previously made, anyone who requests money back will be paid from fundraising. Troy made the motion to refund notes as requests, Chris 2nd, Motion carried.

New Business - Therese

1. Start-up Coordinator Updates: Enrollment 83 applications from Website, 77 packets returned, will revisit enrollment packets and policies when we know more about school location.
2. Site update General update made on possible locations, nothing confirmed, great possibilities!
3. Ready to Open Guide Calendar updated for approval at next meeting.

Calendar

1. Hiring Projected Dates: Discussion made on publishing the following job openings:
 - Advertising for Director - Late Feb. (Waiting until next month)
 - Advertising Teachers- Late Feb
 - Special Ed. Director & Teacher- Late Feb
 - Paras- Late April.

2. Kindergarten Enrollment: 17 enrolled by lottery date and 14 confirmed, no lottery will be held.
3. School Calendar 2020/2021- TRM calendar has been created, we are waiting for Elk River to release theirs (mid Feb) so we can update our information.

Committee Updates/Proposals

1. Hiring Committee: Lisa A./Therese: Sounding Board #10
Committee will meet to discuss and present next month:
 - a. Discuss the Director's Succession Policy (Lisa), Succession Plan; Evaluation Policy & Succession Timeline (attached)
 - b. Director's Job Qualifications/Description (attached)
2. Academic Excellence: Therese/Lisa A.
 - a. Home Language Info Sheet for Enrollment Pkt. **Completed**
3. Accountability Committee: Leah/Therese- nothing new to update.
 - a. Training Update for Board Members. Redo any Background Checks 3 years or older (Leah, Lisa). **Will look at MACS and ACNW for board governance.**
4. Board Training: Please review. **Reviewed the following at the meeting:**

124E.03 APPLICABLE LAW.

Subdivision 1. Public status; exemption from statutes and rules. A charter school is a public school and is part of the state's system of public education. A charter school is exempt from all statutes and rules applicable to a school, school board, or school district unless a statute or rule is made specifically applicable to a charter school or is included in this chapter.

Subd. 2. Certain federal, state, and local requirements.

(b) A school must comply with statewide accountability requirements governing standards and assessments in chapter 120B.

(c) A charter school must comply with the Minnesota Public School Fee Law, sections [123B.34](#) to [123B.39](#).

(d) A charter school is a district for the purposes of tort liability under chapter 466.

(e) A charter school must comply with the Pledge of Allegiance requirement under section [121A.11, subdivision 3](#).

(f) A charter school and charter school board of directors must comply with chapter 181 governing requirements for employment.

(g) A charter school must comply with continuing truant notification under section [260A.03](#).

(h) A charter school must develop and implement a teacher evaluation and peer review process under section [122A.40, subdivision 8](#), paragraph (b), clauses (2) to (13), and place students in classrooms in accordance with section [122A.40, subdivision 8](#), paragraph (d). The teacher evaluation process in this paragraph does not create any additional employment rights for teachers.

(i) A charter school must adopt a policy, plan, budget, and process, consistent with section [120B.11](#), to review curriculum, instruction, and student achievement and strive for the world's best workforce.

(j) A charter school is subject to and must comply with the Pupil Fair Dismissal Act, sections [121A.40](#) to [121A.56](#).

Announcements

1. ***Next Board Meeting: Tuesday, March 17th, 2020: Perkins Elk River, MN 7-9pm**
2. We have been included on a Farm To Table Grant; March 17th, will know something in March

Adjourn meeting...

Troy moved to Adjourn, Carlo 2nd, Motion Carried.