

# BOARD MEETING MINUTES

TRM Agenda

March 19th, 2018 | 6pm | Call to order

Next meeting:

**\*\*\*Monday April 17, 2018 | 6-8 at the Elk River Perkins\*\*\***

Approval of Last Months Meeting Minutes

The minutes need to be read from the Feb. 26th meeting and approve. Deferred to April meeting

Board

1. Grant Writing:
  - a. Randi Shapiro \$5000- \$8000 only if the grant is approved
  - b. Brad Blue; Decklan Group, Elk River will not have time to turn this around for the CSP grant.
  - c. The Nest- \$5,000 flat fee up front.
    - i. Will defer decision to use this company next month.
  - d. Motion to grant subcommittee to review the Grant application and they will determine the go forward recommendation- Chris moves for this motion, Lisa seconds.
    - i. If grant writing committee is not able to handle the application, then the committee will use choose the resource to be used.
    - ii. If grant writing committee is able to handle the application, then we will move forward with.
2. Motion by Angela to move the opening year from 2018-2019 to 2019-2020, Lisa seconds the motion, all approved.
3. Board Training: David will do 30 min. of training @ the beginning of meeting- March 6-6:30pm.
  - Finance - Joe - Schedule 2 Sessions, next month; Sign-up on Doodle Poll.
  - Bylaws and Governance - Craig Kepler; Doodle Poll
4. Board Manual Board Development Plan/ Binder- Maritza/Leah still working on. Address next month.
5. Policies, will be reviewed on next month's agenda.
  - Special Ed Assistant Job Description / TRM Administrative Assistant Job Description/ Montessori Academic Program Committee Policy/ Facilities Committee Policy
6. Governance Calendar-Maritza/Leah: Update, will send out after this meeting
7. Application for Enrollment- Completed.
8. When to Open Teacher Application Process, wait until after we get our grant.
9. Earth Day Celebration: Goal, Committee, Location, Date, Time, Activities
  - a. Angela- motion to approve the earth day events listed below, Lisa seconds, all in favor.
    - i. 4/22, 11-3pm, event opens 12-2pm. Lion's park.
    - ii. 4 main stations-
      - 1 montessori tables, maybe Naveen can volunteer a teacher to do some activities

- Another stations with plants/seeds
  - MN Dept. of soil and conservation will have 50 trees giveaway. Area with soil environment- have soil, etc
  - Meat and cheese tray- donated
  - Company donation letters- food donation- Target, Cub, No name, Walker Farms, 101 Market.
  - Printing the strips and crayons.
  - Garbage Can band.
- b. Define goal: Kickoff event for Three Rivers Montessori
  - c. Gather the cans/jars- post on facebook
  - d. Co-op is in Handke event
10. Wait for a professional version of Microsoft Office with a Sharepoint for our Documents till next month.
    - a. Look into Tech Soup, defer decision on this until April.
  11. Motion to approve 3<sup>rd</sup> Tues. as the new Board meeting day, Angela. Lisa approves.

## Budget/Financing

1. **FINANCING:** CSP Grant- Application Open and due April 11; Questions due by March 17. Approx. 5 start-up Grants will be awarded and 12 new schools applying at the most.
2. Still waiting on the Non-profit Tax ID Number- Should have by BY Mid March  
Then we can get the Duns #, Register for CCR & UFARS Software ( Joe)
3. **INSURANCE:** Errors & Omissions: Assured Partners of MN; Insureon- Still holding till next month.
4. **BALANCE:** Angela- Update on Acct. Current Balance: \$389.83.
  - a. Post to Facebook personal and then Montessori facebook group.
5. Our proposal to get corporate donor/partnership- Naveen is taking lead- progress?
6. **BUDGET**  
The board has developed at least two contingency budgets for lower Enrollment for the CSP Grant.
 

50 Students:	2 Classrooms/2 Lead Teachers
60 Students:	2 Classrooms/2 Lead Teachers

## Staff/Teachers

1. Employment Practices:
    - The Board to finalized compensation plans for all staff and ensured they are reasonable: Benefit, vacation, unemployment, pension, etc.
- Compliance and Reporting:
- Compliance and Reporting
  - Designating and submitting information to MDE regarding the Identified Official with Authority (IOWA) for the organization. Dave sending MDE website.

## New Business

1. Rocky & Leah met with Dan Dixon, President of Guardian Angels for possible site
2. Rental sites; Discussion- 3 possible sites: 9000 Quantrelle Building/ Movie Theater Site and Guardian Angels Site.
  - a. Locations not secured. Still actively seeking

3. Admissions and Enrollment, when to proceed.
4. Grant Opportunity: Three Rivers Foundation- needs to be submitted Opens May1st-July15
5. Vote to change BOARD MEETINGS TO ANOTHER NIGHT: Discussion & Vote

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### Committee Needs/Proposals... Section to be postponed for next month

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1. Computer Update- Fundraising Link? Go Fund me, etc?
2. Needs: Permanent Grant Writer- Posting provided 3 good possible people/orgs.
3. Fundraising Committee: We need lots of Volunteers for our Supporters for the April Earth Day Event.
4. Training: Dept. of Ed Bootcamp for Charter School Start-ups: Next one is **March 12th**. Who wants to go? Logging your hours of Training. Please report your training sessions/time to Leah and I will record.
5. May- July Three Rivers grant.
6. Next board meeting will take 5 min. to share and ask others to Like the facebook page.

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### Announcements

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\*\*\*Enter Announcements: Need lots more actions- Invite Family and Friends to Like our Page\*\*\*

- Like us on Facebook <https://www.facebook.com/threeriversmontessori/>
- Telephone Conference Check-in with David ACNW, April 9:ER Library: 5:30pm
- CHARTER SCHOOL DAY @ THE CAPITOL WEDNESDAY, MARCH 7, 2018: Went OK, but we need to band together with all other Charter Schools to change this Grant Procedure!!!

Motion to adjourn

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Next Meeting:\*\*\***Monday April 23, 2018 | 6-8 at the Elk River Perkins**\*\*\*\*

Motion to Adjourn...

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