

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday, June 21, 2022 at 7:00 p.m.

Zoom Meeting - Due to COVID

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQQT09>

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 - 6/16/2022 | Placed on Website - 6/16/2022

**I. CALL TO ORDER** by Chairperson: Meeting called to order by Chris Castigneri at 7:00 pm

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

1. Board Members Present + Declarations: Angie Johnson, Hannah Scholten, Amanda Johnston, Chris Castigneri, Sara Maravelas, Shanny Snyder, and Lindsay Tilley
2. Board Members Absent:
3. Other Attendees: E10 iPad, Jonna Duke, Tim Eilrich, Design for Learning Financial staff member (Lisa), and Jen

## **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**

1. **ACTION ITEMS:**
  - a. APPROVAL: Tonight's Meeting Agenda Motion made to approve agenda made by Hannah. Seconded by Lindsay. Unanimous approval (Amanda, Angie, Chris, Sara, Hannah, Shanny, and Lindsay)

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:** (Minutes needing to be approved for May 5th and May 26th at the next board meeting)
  - a. APPROVAL: TRM Regular Board Meeting Minutes 5/17/22
  - b. APPROVAL: Staff Update—see document in packet Conversation around changing the information on the Staff Update to reflect the number of positions and pay that each position is receiving.
    - i. Resignations Cassie has been hired back as an E1 teacher instead of an administrative assistant,
    - ii. New Hires Samantha has been hired as an E2 teacher
    - iii. Rehires See attached document

**ACTION ITEM:** Staff Update Motion made to approve staff positions for the 2022 - 2023 school year contingent upon the approved salary

expenditure in the revised budget made by Amanda. Seconded by Angie. Unanimous approval (Amanda, Angie, Chris, Sara, Hannah, Shanny, and Lindsay)

- c. Add approval of summer staff salary expenditures.

## **VI. INFORMATION ITEMS**

1. **Enrollment Update** Ideal class size is 30 students per classroom except for the E2 classroom which have numbers adjusted for returning students and prior approved motions. Some first grade students have dropped or not excepted. We are filling those spots with kindergarteners. Kindergarten has a large wait list. 2nd and 3rd are filled with some on the waitlist. Fourth grade seats are almost filled (one seat open). Additional fourth grade students are on the waitlist. Currently 17 fifth graders and 10 sixth graders enrolled. Conversation around allowing returning fifth and sixth grade returning student seats.
2. **Sped Update—Adding ½ Staff** Continuing to improve the program to meet the needs of the current student population. Looking to add an additional special education teacher half time.
3. **Building Update** - The roof is needing continued repair due to a missed flaw possibly by the building inspector. Roof repairs are \$2,500 annually for maintenance and recommended by the roofing company to budget an additional \$1,500 annually for additional cost. Roof will need to be replaced in the coming years. Sinks have also been an issue. Lower level door will need to be replaced. Will need to be an out of pocket expense in the next six to eight weeks.
4. **Playground Update** Playground will need to be taken out and reinstalled due to not being positioned low enough in the ground. Cost will not be covered by TRM. Seeding of the soil has occurred but needing to change how the grass is being watered. Trees have been installed.
5. **MCA's—Numbers Discussed August** Will be discussed once numbers are in.
6. **Designs for Learning Financial Services Transfer** Transfer underway and Designs is working on the CSP fund submissions.
7. **Summer Programs: Pathfinders Update** Only have 17 students per day. Adjusting staffing according to numbers. Summer program will begin next week. Program will be one week during June, July and August for four days out of the week. Costs for the program are covered by Covid-19 related grants.

## **VII. REPORTS**

1. **Finance Committee**
  - a. **May Month End Financials** See board meeting packet for finance documents. \$103,000 cash balance. 92% of the way through the year. Just approved for a \$42,000 CSP reimbursement with most funds to be approved later. The budget has been revised and has been added to the board packet but needs to be approved. We are \$22,000 over budget for general service. \$17,000 over food service funds. Looking for additional revenue to be reimbursed from the CSP and food service fund. \$40,000 outstanding builds to be paid with a portion of those paid today. Looking into clarification on expenditure to Robert Procaccini CPA in the amount of \$1,000.
    - i. **ACTION ITEM: Approve Prior Month Expenditures** Motion to approve the prior month's expenditures with additional clarification on expenditures made to Robert Procaccini made by Hannah. Seconded by and Shanny. Unanimous approval (Amanda, Angie, Chris, Sara, Hannah, Shanny, and Lindsay)
    - ii. **ACTION ITEM: Accept Prior Month Financial Report** Motion made to approve the prior month's financial report by Hannah. Seconded by Lindsay. Unanimous approval (Amanda, Angie, Chris, Sara, Hannah, Shanny, and Lindsay)

- b. 2021 - 2022 Revised Budget Currently in a \$14,000 deficit. Still have not received reimbursement for May. Needing to add summer programs to expenditures and revenue. Cost for summer programs should be \$11,000 and will be covered by two different grants.
    - i. **ACTION ITEM:** Approve Budget Motion made to approve revised 2021-2022 budget made by Hannah. Seconded by Amanda. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.
  - c. 2022 - 2023 Proposed Budget Conversation around a tight budget for this school year and the need to meet full enrollment. Needing to revise the budget after enrollment and reimbursements in November. Needing to add summer programs to expenditures and revenue.
    - i. **ACTION ITEM:** Approve Budget Motion made to approve the 2022-2023 proposed budget made by Hannah. Seconded by Amanda. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.
  - d. CSP Grant Update Still submitting for reimbursements and waiting to hear what will be approved.
2. Governance Committee
    - a. Officer Oath Document
    - b. **ACTION ITEM:** Accept Document as Part of On-Boarding Packet Motion made to accept the officer oath document as part of the on-boarding board member packet made by Lindsay. Seconded by Shanny. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.
  3. Development Committee Report New committee president elected. Discussion about fundraising efforts for next year.

## **VIII. PUBLIC COMMENTS**

## **IX. DISCUSSION ITEMS**

1. Vice Chair Designation Tabled to future meeting.
2. Interim Director Summer Care Benefit Needing to create a new offer letter for Jonna's position over the summer.
  - a. **ACTION ITEM:** Motion made by Hannah to approve interim director summer care benefits. Seconded by Shanny. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.
3. Osprey Board Observation See attached document in packet.
4. Executive Director Hiring Begins Jul 1, 2022 Jonna will be hired on part time to help Antonio get trained in.
5. School Calendar 2022-2023
  - a. **ACTION ITEM:** Approve Updates Motion made by Hannah to approve the updated 2022 - 2023 school calendar. Seconded by Lindsay. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.
6. Monthly Board Meeting Location Conversation round recording Zoom meetings and required in person meetings required by Osprey Wilds.
7. Designate Active Committees & Members Possible combination of the academic excellence committee and the accountability committee, and the development committee and parent committee.  
[https://docs.google.com/document/d/1gSGFIX\\_YzOSTZ85xxBG8UrnXnXdqS3-VfSMPLY9g7hQ/edit?usp=sharing](https://docs.google.com/document/d/1gSGFIX_YzOSTZ85xxBG8UrnXnXdqS3-VfSMPLY9g7hQ/edit?usp=sharing)
  - a. Development Committee and Parent Committee: Angie Johnson, Lindsay Tilley, Jen Stowe
  - b. Academic Excellence Committee and Accountability Committee: Shanny Snyder, Sara Maravelas, Debbie Hutton

- c. Budget and Finance Committee, and Facilities Committee: Tim Eilrich and Chris Castagneri
- d. Governance Committee, School Operations and Advisory Committee: Amanda Johnston, Chris Castagneri, Leah Studaker

**ACTION ITEM:** Committee Designation Motion made to accept the 2022 - 2023 committee designation made by Lindsay. Seconded by Amanda. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.

- 8. Summer School Handbook Approval Motion made to approve the summer school handbook made by Amanda. Seconded by Lindsay. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.
- 9. Strategic Planning Session To be determined by new Executive director expertise and plan.
- 10. Board Training
  - a. Before Deadline
  - b. Osprey Training August
  - c. Training Preference: Conjunction with Meetings or Independent

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

- 1. Date, Time, Location of Next Regular Board Meeting - July 19, 2022 **6:00 p.m.** Location per above action item.
- 2. Agenda Items Request or Send to Board Chair

#### **XI. ADJOURNMENT**

- 1. Motion made by Lindsay to adjourn tonight's meeting. Seconded by Shanny. Approved by Amanda, Chris, Sara, Hannah, Shanny, and Lindsay. Angie dropped off Zoom call during motion.

Board Approved: Motion made to approve 06/21/2022 Meeting Minutes made by Tim. Seconded by Shanny. Unanimous approval (Shanny Snyder, Tim Eilrich, sarah Maravelas, Lindsay Tilley and Chris Castagneri)