

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes
Tuesday July 20, 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 - 7/15/2021 | Placed on Website - 7/15/2021

I. CALL TO ORDER by Chairperson: __Chris Castagneri__ at __7:04 pm__

II. ROLL CALL AND DECLARATIONS OF CONFLICT OF INTEREST

1. a. Board Members Present: Hannah Scholten, Jonna Duke, Chris Castagneri, Troy Hanson, Jaclyn Jones, and Kathryn Smith
2. b. Board Members Absent:
3. c. Other Attendees: Rose Brings 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

1. Our Authorizer Video:
 - a. <https://youtu.be/yevoFDVZjSE?list=TLGGb8HW5bzjJA4xNTA3MjAyMQ>

IV. APPROVAL OF MEETING AGENDA

V. CONSENT AGENDA

1. **ACTION ITEM:** APPROVAL OF TRM Regular Board Meeting Minutes 6/15/21 Motion to approve agenda made by Hannah, seconded by Jonna. Unanimous approval (Jacklyn, Jonna, Chris, Kat, and Hannah)

VI. INFORMATION ITEMS

1. Summer Camp Update: Profit expected \$2,500. Currently in the second week. 26 students enrolled, with three different classes offered.
2. Summer Tutoring Update: Two staff members giving tutoring to students either in a one-on-one setting or with a small group. Current finances show that we will break even with this program. Tutoring occurring for ten days in the month of July.
3. July PD for Lead Teacher Update Development is currently happening for all lead teachers on the Montessori Method and curriculum. Training offering for six days in the

- month of July.
4. Hiring Update: Five lead teachers hired. Looking for one more teacher to fill the K-1 room. Three teacher's assistants were hired. Looking for two more. Six paras were hired. Still looking for more depending on the number needed according to caseload. Looking for additional lunch and aftercare staff.
 5. Enrollment Update for 2021-2022 See page provided for current enrollment.
 6. Dept. of Labor and Industry plan approval update Waiting on plumbing and construction permit approval before construction can happen. Plumbing permit may not be approved until the middle of August. However, stairs can be put in once the building permit is approved.
 7. Osprey Wilds Leaders Retreat Training offered for board members. To be sent via email.

VII. REPORTS

1. Finance Committee
 - a. June Month End Financials Currently 100% of the way through the 2020 - 2021 fiscal year. Line of credit has been paid off as of the end of June. State will be paying back to TRM \$94,351 for the 10% hold back from the previous year. Audit will be occurring next week.
 - b. **ACTION ITEM:** Approve Prior Month Expenditures Motion to approve prior month expenditures made by Hannah, seconded by Troy. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)
 - c. **ACTION ITEM:** Accept Prior Month Financial Report Motion to approve prior month financial report made by Jacklyn, seconded by Troy. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)
2. Academic Excellence Committee
 - a. Environmental Literacy Plan survey results Students demonstrated accurate understanding of recycling strategies and importance. Students also demonstrated understanding of environmental issues through participation in the environmental education program.

VIII. PUBLIC COMMENTS

No requests.

IX. DISCUSSION ITEMS

1. Enrollment Structure Changes: Add additional seats 4th/5th grade, 1st Currently have 169 students enrolled with a goal of 181 enrolled by the start of the year. Proposed change to E2 room from 31 to 30 with consideration of returning students. Also, proposed subtraction of 6th grade seats while adding in more 4th and 5th grade spots to allow waitlisted students in. Proposed addition of first grade seats while subtracting kindergarten seats to allow for more first grade waitlisted students.
 - a. **ACTION ITEM:** Propose changes Motion to approve enrollment structure changes made by Troy, seconded by Hannah. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)
2. Executive Director Review Scheduled Goals & Review To be completed by Chris and Troy within the next couple weeks.
3. Board Purpose Article and Result of Board Matrix Survey
4. Update to Enrollment Policy - Packet submission, staff enrollment preference Foster students or siblings of a currently enrolled student will have preference over staff students. In the instance of enrollment, after a phone call, email, letter, and five days following the letter, the waitlisted student shall be moved to the bottom of the list if there is no response.
 - a. **ACTION ITEM:** Approve Policy Motion to approve updated enrollment policies

made by Hannah, seconded by Kat. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)

5. Extended Care - free for staff
 - a. **ACTION ITEM:** Approve Policy Motion to approve extended care policy made by Hannah, seconded by Troy. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)
6. Board Recruitment/Development Committee
 - a. **ACTION ITEM:** Board Approve Committee Motion to activate the committee made by Hannah, seconded by Troy. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)

XI. REVIEW OF NEXT MEETING AGENDA

1. Date, Time, Location of Next Regular Board Meeting - August 17th, 2021 7:00 p.m.
2. Discussion of Agenda Items

XII. ADJOURNMENT

1. Motion to adjourn meeting made by Hannah, seconded by Troy. Unanimous approval (Jacklyn, Troy, Jonna, Chris, Kat, and Hannah)

Board Approved: Motion to approve meeting minutes made by Hannah on August 17, 2021, seconded by Jacklyn. Unanimous approval (Jacklyn, Jonna, Chris, and Hannah)