

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda
Tuesday, August 16, 2022, at 6:00 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 - 8/11/2022 | Placed on Website - 8/11/2022

I. CALL TO ORDER by Chairperson: Chris Castegnari called the meeting to order at 6:02 pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Shanny Snyder, Angie Johnson, Tim Eilrich, Lindsey Tilley, Chris Castegnari present and no conflicts.
2. Board Members Absent: Amanda Johnston, Sara Maravelas are absent.
3. Other Attendees: Antonio Kuklok, Nilani, Jonna Duke, Lisa Hasledalen

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 - Chris stated that some items were rearranged for the financial manager Lisa to present first. Italics agenda items were added to the agenda after the original posting.
- b. Shanny Snyder asked if we would be discussing Hannah Scholtens's comments from the prior month.
 - i. Chris Castagneri said that these items should be discussed at the Academic Excellence Committee and it was not added to this month's agenda.
 - ii. Shanny Snyder - Will add to the Academic Excellence Committee agenda.
- c. Angie Johnson motioned to approve the agenda with the moves and additions. Tim seconded the motion. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion.

V. PUBLIC COMMENTS

None presented.

VI. CONSENT AGENDA

1. ACTION ITEMS:

- a. APPROVAL: TRM Special Board Meeting Minutes 7/19/2022
 - i. Angie Johnson motioned to approve the 07/19/2022 TRM Special Board Meeting Minutes. Shanny seconded the motion. No Discussion.
 - ii. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
- b. APPROVAL: TRM Regular Board Meeting Minutes 8/1/2022
 - i. Lindsey Tilley motioned to approve the 08/01/2022 TRM Regular Board Meeting Minutes. Tim seconded the motion. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
- c. APPROVAL: TRM Handbook 2022-2023
 - i. Antonio clarified that the handbook was doubled or tripled in size. The attorney is now reviewing the handbook. Any adjustments would be at the recommendations of the lawyer.
 - ii. Tim made a motion to approve the handbook with the lawyer's suggestions. Angie seconded the motion. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.

VII. REPORTS

1. Finance Committee

- a. June Month End Financials
 - i. Lisa presented the financials stating that it was complete. However, the audit may request updates.
 - ii. Will need to approve the food service transfer. I am requesting that this be on the agenda.
 - iii. Due from MDE, \$225, 599 bulk of this is from the CSP grant
 - iv. Lisa stated that this board meeting needs to approve \$11,703.82 from Transfer from Gen Fun (Other Local Revenue Sources).
 - v. Lisa completed Journal Entries to close the books for year-end.
 1. Chris asked how are these done.
 2. Lisa said these are done as a journal entry (writing a check). Therefore, it is reportable.
 - vi. Previous years did not true up the unemployment and workers comp to salaries. This affects the spEd budget etc.
 - vii. Lisa asked if any questions.
 1. Tim asked if the auditors require a motion of all journal entries or just the food services?
 2. Lisa said we need a special motion for the food services.
 3. Chris asked if Antonio had comments
 - a. Antonio said we are sifting through the items
 4. Chris asked Nalani if it was OK to approve the food service transfer.
 - a. Nalani said it is OK if we make a motion to amend the agenda to include the food transfer.
 5. Lisa asked if the Board needed to accept the expenditures each month. 6:27 pm
 - a. Nalani said they need to approve the expenditures.
 - viii. Tim motioned to amend the agenda to add a transfer from Food Service to General Fund. Shanny seconded. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
 - ix. **ACTION ITEM:** Approve Prior Month Expenditures
 1. Tim Eilirch made a motion to approve the June month expenditures. Angie seconded the motion. No Discussion.

Shanny, Angie, Tim, Lindsey, and Chris approved the motion.
Unanimous Vote, Motion Carried.

- x. **ACTION ITEM:** Accept Prior Month Financial Report
 - 1. Tim Eilirch made a motion to approve the June month expenditures. Angie seconded the motion. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
- b. July Month End Financials
 - i. Lisa presented the July Financials.
 - ii. Denoted that we are being paid on 157 (ADM), so if we have more than that, we will need to adjust that.
 - iii. Chris asked what the status of the cash card was. Antonio clarified that it was a debit card. Lisa said it was used a little bit but not a lot. She clarified that some items are auto-paid monthly (Lease, utilities, etc.)
 - iv. Lisa asked if there were questions (none)
 - v. **ACTION ITEM:** Approve Prior Month Expenditures
 - 1. Tim Eilirch made a motion to approve the July month expenditures. Angie seconded the motion. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
 - vi. **ACTION ITEM:** Accept Prior Month Financial Report
 - 1. Tim Eilirch made a motion to accept July prior month's Financial report.. Angie seconded the motion. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
- c. **ACTION ITEM:** General Fund to Food Service Transfer
 - i. Tim made a motion for \$11782. from the general fund to the Food Service Fund to cover the food service deficit. Angie seconded.
 - ii. Discussion: Tim asked what is the reason for the deficit. Lisa said it is common because that area requires more funds than revenue from the state. No further discussions.
 - iii. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
- d. CSP Grant Update
 - i. CSP requires the final invoice to claim the remaining amount, approximately \$14k. Waiting to receive 80k and another 40k approved by the state.
- e. Possible ERC Application Update
 - i. No updates to report.
- f. Lease Aid Update
 - i. Antonio has nothing to report. He has the background information he needs to look further into this.

VIII. REPORTS

INFORMATION ITEMS

- 1. Enrollment Update: enrollment projection for the Fall
 - i. Jonna has been processing enrollment in the absence of the office manager.
 - ii. We are close to meeting our student enrollment goals.
 - iii. Chris asked if there were still waitlists. Antonio said yes from K - 3rd.
 - iv. A waitlist has been reduced as we work through the open seats.
- 2. Osprey Wilds Site Visit Report
 - i. Antonio Presented key takeaways
 - 1. Debbie Hutton will be coordinating the Environmental Education Program. Moving this to be electronically tracked.

2. Educational Program was stronger in classes with trained teachers. This is where the Montessori training will help, and we will work with Debbie to improve this.
 3. Instruction and Assessment, behavior management is an implementation Antonio will focus on along with PD
 4. Special Education, Sped Director/Coordinator, and Montessori Curriculum coordinator will continue strengthening the Child Study program. However, we are short on staffing, and we will need to be creative, proactive, and collaborate between departments.
 5. Due Process and Privacy, How are we using the opportunity to talk about the curriculum from a diverse background? How are we going to embed this into TRM?
3. Sped Update: Staffing
 - i. Antonio is looking into a contracted case manager. The behavior Interventionist has verbally accepted the offer. Five open para positions. Looking closely at the needs of the students to determine how to balance the four hired paras with the needs of the 1:1 students.
 - ii. Shanny asked what would happen to the students that were not 1:1 and how their hours will get met. Antonio said that is what needs to be reviewed and determined.
 4. Building Update: Projects and facilities update
 - i. Antonio presented:
 - ii. We are looking for volunteers to get the painting completed.
 - iii. New door installations and security system installations at all main entry points. It should be completed by November.
 - iv. Grouping of the same grades in the same area.
 - v. I am looking at finding more open space options to help students to be comfortable in all areas, including staff spaces.
 5. Staffing Update: Current open positions and newly filled positions
 - i. Antonio presented
 - ii. Vetting K/1 applicants.
 - iii. Vetting Office Manager applicants. Hopeful this will be hired soon.
 - iv. Food Service was hired internally. There will be two food service coordinators to be jointly supported.
 - v. The social worker was hired.
 - vi. Behavior interventions is pending acceptance of the offer.
 - vii. Paraprofessional posted and open.
 6. Summer Programs: Program Update and P&L
 - i. Antonio presented
 - ii. Average 13 per day. Dip after the 4th of July holiday.
 - iii. Financially sound.
 - iv. Completed fire and lockdown drills requirements.
 - v. Questions:
 1. Chris asked when do we look into next year's program.
 2. Antonio said it was strong, and Cassie is great at aligning it with programs at ISD 728. It is not just a daycare. We will need to look into staffing options. A new coordinator will be taking over the before and after pathfinders care. She is in training and hopeful we can replicate the summer program.
 7. Notice of Deficiency from Osprey Wilds
 - i. Antonio presented
 - ii. Level 2 deficiency. Should read; Failure to provide the correct number of lockdown and fire drills, not a secure location.
 - iii. I have reviewed and made adjustments to the hiring process in response to the background check violations. Background checks are performed prior to the offer letter being presented.
 - iv. Training for ALICE is required by all staff.

- v. Chris asked about the deadlines. Antonio replied that there would be no issues meeting the deadlines.
 - vi. The employee handbook, the process and procedure manual, and the covid safety plan will assist us in being proactive.
 - vii. Shanny commented that ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate and is about getting out safely when we can.
 - viii. Chris asked what can the board do to support you? Antonio stated that he is not working in a silo and has worked with Jonna, the teachers and staff to understand past practices and is working to ensure that we are doing what needs to be done.
8. *Osprey Wilds FY23 Authorizing Activities*
- i. Chris presented and asked that the board take a look at the document and understand their activities.

[Board Presentation Linked here](#)

IX. DISCUSSION ITEMS

1. Strategic Planning
 - a. Chris stated that this was discussed at the finance meeting. They have done some preliminary planning with Joe (former finance manager). If board members want to be part of the process, contact Chris. To develop options that could go in multiple directions. Then present to the board in stages this fall.
 - b. Antonio added that at the finance meeting, they discussed meeting with Sean Elders, who will be at the September finance committee meeting, and invited others to join.
2. *Covid 19 Safety Plan*
 - a. Antonio presented the covid-19 safety plan, and he has added more detail to the previous plan, including what to do with staff illness. This is an annual update performed as it relates to ESSAR funds.
 - b. A question was asked, will this live on the website? Antonio answered yes once approved it will be posted.
 - c. Chris asked if there was a motion to approve the plan.
 - d. Shanny made a motion to approve the COVID-19 Safety Plan, and Lindsey seconded. No Discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
3. Copier Contract for Downstairs
 - a. Antonio presented that we have several bids for an additional copier to the basement, plus an upgrade to the copiers we used. We also get booklets included (ie, student yearbooks). Staff will have a different code to be able to track the cost of printing.
 - b. Shanny made a motion to approve the expenditure for the copy machines. Tim seconded. No discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.
4. Board Training
 - a. Osprey Training August
 - i. Chris said we have OW training this week (Wed and Thur). Please sign up for at least one. Training must be recorded in the document Chris prepared. This information is required for reporting.
5. *Board Member Resignation, Lindsay Tilley*
 - a. Chris presented that Lindsay will be resigning.
 - b. Shanny made a motion to accept Lindsey Tilley's resignation from the Board. Angie seconded the motion. No further discussion. Shanny, Angie, Tim, Lindsey, and Chris approved the motion. Unanimous Vote, Motion Carried.

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - September 20, 2022, 6:00 p.m.
2. Agenda Items Request or Send to Board Chair
- 3.

XI. ADJOURNMENT

1. Shanny made a motion to adjourn at 7:15 pm. Angie seconded the motion. No further discussion. Shanny, Angie, Tim, and Chris approved the motion. Unanimous Vote, Motion Carried.

Board Approved:

- i. Motion to Approve - Amanda
- ii. Motion Seconded - Shanny
- iii. Discussion - None
- iv. Vote - Amanda, Shanny, Angie, Tim, Chris Unanimous Approval Vote
- v. Motion - Carried