

Three Rivers Montessori

Board of Directors Regular Board Meeting- 8-18-20: 7pm

Location Zoom Meeting: US (Due to Covid)

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSG1NYm9HQQT09>

Meeting ID: Meeting ID: 852 5074 7687

Passcode: k2CJdy

Sent to OW (Osprey Wilds) : 8/11/2020

Placed on Website: 8/11/2020

I. CALL TO ORDER made by Chairperson Leah Studaker at 7:12 p.m.

II. ROLL CALL

a. Board members present: Lisa Andrican, Chris Castagneri, Hannah Scholten, Troy Hanson, Carlo Galeazzi, Leah Studaker

b. Board members absent: None

c. Other attendees: Rose Bringus, Jessica Anderson, Addie Washington

III. REVIEW OF TRM MISSION & VISION STATEMENTS Read by Hannah

Mission: "Empowering students to reach their full potential through authentic Montessori Learning"

Vision: Through the Montessori method of education and rich outdoor experiential education, Three Rivers Montessori School educates students to be curious and reflective, skilled and creative, empathetic and compassionate.

IV. APPROVAL OF MEETING AGENDA

Troy Moved to approve the agenda, Lisa 2nd, In favor: Lisa, Troy, Chris, Hannah, Carlo, Leah, Unanimous Approval

V. APPROVAL OF PAST MEETING MINUTES

a. TRM Regular Board Meeting Minutes 6/16/20

Hannah Moved to approve, Leah 2nd In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

b. TRM Special Meeting Minutes 7/1/20

Chris Moved to approve, Troy 2nd In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

c. TRM Emergency Board Meeting Minutes 7/15/20

Chris Moved to approve, Leah 2nd In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

d. TRM Regular Meeting Minutes 7/21/20

Troy Moved to approve, Hannah 2nd In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

VI. DECLARATION OF CONFLICTS

No conflicts declared by: Lisa, Troy, Chris, Hannah, Leah.

VII. NEW BUSINESS

a. Finance Committee- Rose, Troy & Joe

1. Year End Financials: (was done last meeting will be reviewed in Audit)

2. Month End Financials: Reviewed by Joe Aliperto

3. Annual Financial Goals: This is something Osprey Wilds, Finance committee will work on this.

4. Audit: Leah noted it's in progress with a draft, Finance meeting this week to review.

5. Consider Rose Bringus to be the IOwA for TRM:

MDE Required Language for Approval of Rose To Become TRM IOwA

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

The Board considered authorizing Rose Bringus to act as the Identified Official with Authority (IOwA) for Three Rivers Montessori School 4266-07.

Lisa moved to approve Rose as our TRM IOwA person, Chris 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

6. Considered Rose Bringus as the authorized signer for bank accounts and related items.

Lisa moved to approve Rose as an authorized signer for bank accounts and related items, Hannah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

b. Academic Excellence Committee- Rose/Gwen/Lisa

Rose updated: Staff working and is being trained, Covid19 planning is being done, planters presented for nature garden from a donation from Country Financial: Cory Ley.

1. Academic Goals School for TRM 2020
Focusing on Montessori and what will be provided in a distance model to keep Montessori as a part of the education.
2. Goals for Director, Goals for Teacher for 2020
3. TRM Environmental Goals for 2020
4. Review & Update School Calendar 2020-2020

Lisa moved to approve the calendar, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

c. Opening Doors/Covid Update- Rose

1. Technology: working on computers for teachers, communicating with vendor, room for kids and preparing to purchase chrome books,
2. Supplies/Materials: Ordered, and will time with construction finish.
3. Furniture: Ordered furniture, and will time with construction finish. Will need help and volunteers with assembling the furniture.
4. Busing: Routes will be announced from the school district on August 26th.
5. Covid- Scenario Learning Planning Guide Rose reviewed our three plans, prepared the report, discussions to exclude the Sherburne County Jail covid cases when we make case load determinations, discussion on how to take temperatures and ask questions of parents, all students can do full distance learning as an option no matter what plan we are using, the Sherburne County Dept of Health recommends okay to open, and Rose concurs.

Hannah moved to approve the plan with minor changes noted, Lisa 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

Lisa moved to suggest TRM opening with a full-time in-person plan, Hannah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

d. Building Update- Leah: Most painting is done, plumbing is done this week, tiles done, appliances next week, electrical and mechanical passed inspection, ceiling done soon, flooring in two days, fence is installed in about two weeks, the building signs are close to ready, building signs are in place,

e. Enrollment- Rose

1. Goals for 2020 Enrollment:
2. Enrolled w/Packets: 82 Confirmed packets, openings in 3, 5th, 6th,
3. Waitlist: Quite a few on the waitlist, certified letters sent to those delaying,
4. Enrollment Policy Update

f. Hiring- Rose/Chris/Lisa/Carlo

1. Consider Spec. Ed. Para -Debbie Hutton

Lisa moved to hire Debbie Hutton as Special Education Paraprofessional, Lisa 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

2. Sped Paras Job Descriptions- Lisa

Hannah moved to approve the Sped Paras Job Description, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

3. Substitute Teachers- Rose Hannah suggested we have both a substitute service (such as Teachers on Call), and a direct sub list to use.

g. Community Engagement/Activities

1. Family Surveys, sent out, the questions were reviewed and results reported to the board
2. Staff Videos sent out
3. Open House- September 3rd
4. Ribbon Cutting Ceremony Plans underway

h. Before & After Care Program- Rose/Lisa

Leah moved to approve the Before and After Care Program Policy and handbook for the program, Hannah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

1. Fees & Payment Policy & Registration
2. Consider TRM B&A Handbook
3. Consider Job Descriptions for TRM B&A Care Program Employees

Leah moved to approve the job description Before and After Care Program Coordinator, Lisa 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

Lisa moved to approve the job description for the Before and After Care Aide job description, Troy 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

Lisa moved to amend the previous motion with the special education job description, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

Lisa motioned to approve the Education Assistant Job Description, Troy Second, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

Lisa motioned to approve the Food Service Attendant Job Description, Hannah Second, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval

i. Board- Leah

1. Consider any applications for TRM Board- Leah, None yet.
2. Osprey Wilds Leadership Training- Leah

3. Consider Annual Board Calendar

Chris motioned to approve the Board Calendar, Leah Second, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

4. Consider adding the dates that TRM Board Meeting Minutes were approved; past and present

Chris motioned to allow the office manager to amend any board documents into PDF and date stamp board approval date on them, Leah 2nd, In favor: Lisa, Troy, Chris, Hannah, Leah, Unanimous Approval.

VIII. REVIEW OF NEXT MEETING AGENDA

a. Date, Time & Location of next Regular Board Meeting - September, 15, 2020, at 7pm- Location our new building: 17267 Yale Street NW, Elk River, MN 55330

IX. MOTION TO ADJOURN by Chairperson; at 9:47 p.m

Board Approved 9/15/2020