

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, September 20, 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 - 9/15/2022 | Placed on Website - 9/15/2022

I. CALL TO ORDER by Chairperson: [Chris Castagnari](#) called the meeting to order at 6:02 pm.

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: [Shanny Snyder](#) present no conflicts, [Amanda Johnston](#) present no conflicts, [Angie Johnson](#) present no conflicts, [Tim Eilirch](#) present no conflicts, [Chris](#) present no conflicts.
2. Board Members Absent: [Sara Maravels](#)
3. Other Attendees: [Jonna Duke](#), [Antonio Kuklok](#), [Lisa Hasledalen](#), [Justin Nilson](#)

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
 - 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](#)

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

1. **ACTION ITEMS:**
 - a. APPROVAL: TRM Regular Board Meeting Minutes 8/16/2022
 - 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](#)

- b. **APPROVAL:** Board Policies as listed
 - i. Motion to Approve - Shanny made the motion to approval all three; background check, unpaid meal, wellness policies:
 - ii. Motion Seconded - Tim
 - iii. Discussion - None
 - iv. Vote - Shanny, Amanda, Angie, Tim, Chris In Favor
 - v. Motion - Unanimous vote, motion carried.
 - vi. Background Check Policy: ■ Background Check Policy.docx (2).pdf
 - vii. Unpaid Meal Policy: ■ Unpaid Meal Policy.docx.pdf
 - viii. Wellness Policy: ■ Wellness Policy.docx.pdf
- c. **APPROVAL:** Special Education Staffing and Addition of 1.0FTE SPED Coordinator position with salary range of \$80,000.00 to \$90,000.00 per year
 - i. ■ Special Education Staffing Proposal.pdf
 - ii. By cutting the three positions of 2 -Paraprofessionals, and contracted Sped Coordinator we would save the amount of the requested salary for the in house SPED coordinator.
 - 1. Motion to Approve - Amanda made the motion to approve the addition of 1 FTE for Sped Coordinator
 - 2. Motion Seconded - Tim
 - 3. Discussion - none
 - 4. Vote - Shanny, Amanda, Angie, Tim, Chris - In Favor unanimous vote
 - 5. Motion - carried

VII. REPORTS

- 1. Audit Presentation
 - a. Justin Nilson presented.
 - b. Audit Opinion and Responsibility - unmodified clean opinion, no instance of noncompliance.
 - i. Recommendation: Create policies for Debit Cards and EFT, fund Balance and Capital Assets Policy. Eliminate debit card use and strictly use credit cards.
 - c. General Fund Results - increased students (ADM), we have increase the fund balance each year of operation,
 - d. Nonmajor Fund Results, Key Finds - Food Service watch to make sure we don't over spend. Community Service fund was really good.
- 2. Development Committee
 - a. ACTION ITEM: Approve Members
 - i. Asking that new members be added to the subcommittee: Jen Stowe, Angie Johnson, emily mccarty, jonna duke, michelle green, melanie frigaard.
 - ii. Motion to Approve - Angie made a motion to add the following 4 new members: emily mccarty, jonna duke, michelle green, melanie frigaard.
 - iii. Motion Seconded - Shanny
 - iv. Discussion - none
 - v. Vote - Shanny, amanda, angie, tim, Chris - in favor unanimous vote.
 - vi. Motion - carried.
 - b. ACTION ITEM: Approve Plan & Fund Designations
 - i. Presented by Angie. 2 book fairs to benefit the library, Pizza Ranch to benefit field trip expenses, Color Run to fundraise for the playground. the scholastic book fair is paid out in scholastic dollars not cash. Discussion around needing a more detailed plan for the board to approve.
 - ii. Motion to Approve - Shanny made a motion to approve the book fair, pizza ranch and color run fundraisers.
 - iii. Motion Seconded - Tim
 - iv. Discussion - none

- v. Vote - Shanny, Amanda, Angie, Tim, Chris, In favor unanimous vote.
 - vi. Motion - motion carried.
3. Finance Committee
- a. August Month End Financials
 - i. **ACTION ITEM:** Approve Prior Month Expenditures
 - 1. Motion to Approve - tim made the motion to approve last month's expenditures
 - 2. Motion Seconded - amanda
 - 3. Discussion - none
 - 4. Vote - shanny, amanda, angie, tim, chris in favor unanimous vote
 - 5. Motion - carried
 - ii. **ACTION ITEM:** Accept Prior Month Financial Report
 - 1. Motion to Approve - Tim made a motion to accept prior months financials.
 - 2. Motion Seconded - Shanny
 - 3. Discussion - none
 - 4. Vote - shanny, amanda, angie, time Chris - in favor unanimous vote
 - 5. Motion - carried
 - b. CSP Grant Update
 - i. We are waiting on MTG (security system + key cards) for the last part of the CSP reimbursement.
 - c. ERC Application Update
 - i. Charter school's are eligible to apply for this covid relief fund for new start up's. It may take 12 plus weeks to receive an approval. We will receive a check issued if we are approved.
 - d. Lease Aid Update
 - i. The lease aid application was submitted and will need to be docusigned by each board member.

VIII. INFORMATION ITEMS

- 1. Enrollment Update
 - i. ADM report submitted to the report for fall
 - ii. Reduced by 8 students
 - iii. Motion to Approve - Chris made a motion to fill the k-1 and E1 classrooms using the waitlisted students with appropriate age co-horts.
 - iv. Motion Seconded - Tim
 - v. Discussion - none
 - vi. Vote - shanny, amanda, angie, tim, Chris - in favor unanimous vote
 - vii. Motion - carried
- 2. Building Update: Projects and facilities update
 - i. Roof Leak still occurring looking into permanent patch
 - ii. New Door installation is delayed due to supply issues
 - iii. Maintenance Staff is being considered and working on creating a position
- 3. Staffing Update: Current open positions and newly filled positions
 - i. 2 Paraprofessional positions
 - ii. 1 SPED Coordinator
- 4. Deficiency from Osprey Wilds: Update
 - i. Due dates were 09/16/2022 and were met. The board approved background check policy will need to be submitted after this board meeting.
 - ii. MDE received an official compliant and they have updated Osprey Wilds of the compliant.
- 5. MCA's
 - i. We saw a reading and math 7.2% growth. The typical growth is 2-3%.
 - ii. Reading is inching closer to the state & district averages.

- iii. Math has a larger gap.
- iv. Science we exceed state and district averages.

Board Presentation Linked here: [📄 September Board Report](#)

IX. DISCUSSION ITEMS

1. Board Communication & Letter
 - a. Board created a letter for TRM staff to distributed as needed.
2. Strategic Planning
 - a. Board work sessions are required to create a plan. Antonio is looking into vendors that will support and guide this process.
3. Covid 19 Safety Plan and Operational Considerations
 - a. COVID Safety Plan linked here: [📄 Covid-19 Safety Plan_ 2022-2023 \(1\).pdf](#)
 - b. Cases are rising with staff and students. If we get to a point where we cannot staff the building a discussion with the board will need to be had.
4. Board Training
 - a. Reminder to add your training to the list. Time, Dates and what was taken.
5. Board Member Resignation, Sara Maravelis
 - a. We are actively open to new board members. Look for members that are able to complete their terms. The board can choose to accept them and vote or not vote them in. We are now down to the minimum of five members, and a quorum is three members. Note that three board members together in any situation is considered a board meeting and to avoid unscheduled meetings. Shanny suggested having a subcommittee that is actively searching for board members.
 - b. Motion to Approve - Shanny made a motion to accept Sara's resignation
 - c. Motion Seconded -Amanda
 - d. Discussion - are we accepting new board members or do we need to vote them in?
 - e. Vote - shanny, amanda, angie, tim, Chris - in favor unanimous vote
 - f. Motion - carried
6. New Board Secretary Needed
 - a. **ACTION ITEM:** Designate Amanda Johnston
 - b. Motion to Approve - Shanny made a motion to approve Amanda Johnston as our new board secretary
 - c. Motion Seconded - Chris
 - d. Discussion - none
 - e. Vote - shanny, amanda, angie, Chris - in favor unanimous vote
 - f. Motion - carried
7. Set Board Election & Annual Meeting Dates
 - a. **ACTION ITEM:** May 8-11 (voting ends at 5:00 p.m.) 2022 for the Election
 - b. Motion to Approve - Angie made a motion to hold the voting 05/08 - 05/11, with the board election on May 16.
 - c. Motion Seconded - Amanda
 - d. Discussion - none
 - e. Vote - shanny, amanda, angie,Chris - in favor unanimous vote
 - f. Motion - carried
 - g. **ACTION ITEM:** Annual Meeting with Board Meeting on May 16th at 6 p.m.
 - h. Motion to Approve - Shanny made a motion to approve the annual board meeting on May 16
 - i. Motion Seconded - amanda
 - j. Discussion - none
 - k. Vote - shanny, amanda, angie, time Chris - in favor unanimous vote
 - l. Motion - carried

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - October 18, 2022 6:00 p.m.
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

1. Motion to Approve - shanny made a motion to adjourn the board meeting
2. Motion Seconded - amanda
3. Discussion - none
4. Vote - shanny, amanda, angie, Chris - in favor unanimous vote
5. Motion - carried

Board Approved:

- a. **APPROVAL:** TRM Regular Board Meeting Minutes 9/20/2022
- b. Motion to Approve - Angie, Approve the meeting minutes.
- c. Motion Seconded - Tim
- d. Discussion - None
- e. Vote - Tim, Angie, Shanny, Amanda, Chris - Unanimous Approval Vote
- f. Motion - Carried