

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Monday, October 16th, 2023 at 6:00 p.m.

Meeting held at Three Rivers Montessori: 17267 Yale St NW, Elk River MN 55330

Sent to OW - 10/11/2023 | Placed on Website - 10/11/2023

## **I. CALL TO ORDER** by Chairperson:

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

1. Board Members Present + Declarations:
2. Board Members Absent:
3. Other Attendees:

## **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

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL: TRM Regular Board Meeting Minutes 09/19/23
  - b. APPROVAL: Attendance Policy
  - c. APPROVAL: Updated Non-Discrimination Policy
  - d. APPROVAL: Updated Student Withdrawal Policy
  - e. APPROVAL: 2022-2023 Combined World's Best Workforce & Annual Report

## **VI. PUBLIC COMMENTS**

## **VI. FINANCE COMMITTEE**

- a. September Month End Financials
  - i. **ACTION ITEM:** Approve Prior Month Financial Report
  - ii. **ACTION ITEM:** Approve Prior Month Expenditures

## **VII. INFORMATION ITEMS**

1. Enrollment Update
2. Staffing Update
3. NWEA Map Fall Testing Update
4. Academic Update with Anna Nation

## **IX. DISCUSSION ITEMS**

1. Policy Reviews

- a. Chemical Use and Abuse Policy
  - b. Board Member Code of Ethics Policy
  - c. Board Reflection Policy
2. Montessori Training
3. PreK/Children's House: Have a teacher and materials, board vote to move forward for the 23'-24' SY

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, November 21st, 2023 **6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

#### **XI. ADJOURNMENT**

- 1.

Board Approved:

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, September 19th, 2023 at 6:00 p.m.

Meeting held at Three Rivers Montessori: 17267 Yale St NW, Elk River MN 55330

Sent to OW - 09/14/2023 | Placed on Website - 09/14/2023

## I. CALL TO ORDER by Chairperson: Chris Castagneri at 6:04pm

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

1. Board Members Present + Declarations: Tim Eilrich, no conflicts, Brooke Blomker, no conflicts, Josh Green, no conflicts, Lydia Skadberg, no conflicts, Chris Castagneri, no conflicts
2. Board Members Absent: None
3. Other Attendees: Antonio Kuklok, Ex-Officio;

## 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- Tim Eilrich
    - ii. Motion Seconded- Lydia Skadberg
    - iii. Discussion: None
    - iv. Vote: Unanimous, motion carried

## V. CONSENT AGENDA

1. **ACTION ITEMS:**
  - a. APPROVAL: Board Application from Cassie Zezulka
    - i. Motion to Approve- Tim Eilrich
    - ii. Motion Seconded- Josh Green
    - iii. Discussion: Tim notes it is great more teachers are getting involved with the board
    - iv. Vote: Unanimous, motion carried
  - b. APPROVAL: Board Application from Nikki Patterson
    - i. Motion to Approve- Josh Green
    - ii. Motion Seconded- Lydia Skadberg
    - iii. Discussion: None
    - iv. Vote: Unanimous, motion carried
  - c. APPROVAL: Board Application from Brooke Blomker (moving from parent of community member)
    - i. Motion to Approve- Tim Eilrich
    - ii. Motion Seconded- Lydia Skadberg
    - iii. Discussion: Lydia asks what is Brooke's motivation for remaining on the board after pulling her child, she says she had only a positive experience but an opportunity came up at a private school, however, she wants to continue to contribute to TRM and be a part of it; Staff are asking this

question as well so ED recommends a statement to harbor some good will from Brooke

- iv. Vote: Unanimous, motion carried
- d. APPROVAL: Board Resignation from Rose Bleymeyer
  - i. Motion to Approve- Tim Eilrich
  - ii. Motion Seconded- Lydia Skadberg
  - iii. Discussion: None
  - iv. Vote: Unanimous, motion carried
  - v. Board thanks Rose for her service and dedication of TRM, we thank her for everything she has done
- e. APPROVAL: TRM Regular Board Meeting Minutes 08/15/23
  - i. Motion to Approve- Lydia Skadberg
  - ii. Motion Seconded- Tim Eilrich
  - iii. Discussion: None
  - iv. Vote: Unanimous, motion carried
- f. APPROVAL: Student Withdrawal Policy
  - i. Motion to Approve-
  - ii. Motion Seconded-
  - iii. Discussion: Specify modes of communication (email, mail, phone call); Add in 15 day rule language from MDE; table and bring back at October meeting
  - iv. Vote: None, tabled for further updates

## **VI. PUBLIC COMMENTS**

## **VI. FINANCE COMMITTEE**

- a. August Month End Financials
  - i. **ACTION ITEM:** Approve Prior Month Expenditures
    - 1. Motion to Approve- Lydia Skadberg
    - 2. Motion Seconded- Tim Eilrich
    - 3. Discussion: None
    - 4. Vote: Unanimous, motion carried
  - ii. **ACTION ITEM:** Accept Prior Month Financial Report
    - 1. Motion to Approve- Lydia Skadberg
    - 2. Motion Seconded- Tim Eilrich
    - 3. Discussion: None
    - 4. Vote: Unanimous, motion carried

## **VII. INFORMATION ITEMS**

1. Enrollment Update
2. Staffing Update
3. MCA Update for Spring of 2023 data release
4. School Opening Report
5. Hubbli Metrics
6. ELP report

## **IX. DISCUSSION ITEMS**

1. Policy Reviews
  - a. Internal Controls Policy
    - i. Run this by Finance team for updates
  - b. Non-discrimination Policy

- i. Run by HR
  - ii. Update discrimination categories
  - iii. Add pregnancy discrimination act language to start of paragraph 2
2. Add Employee Survey and Parent Survey to Board Calendar
  - a. Add to board calendar for Fall and Spring (get at conferences)

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, October 17th, 2023 **6:00 p.m.** Location: At Three Rivers Montessori (note conflict w/parent teacher conferences, propose move to Monday, October 16th)
  - a. **ACTION ITEM:** Motion to move board meeting to Monday, October 16th, 2023 6:00 at Three Rivers Montessori
    - i. Motion to Approve- Brooke Blomker
    - ii. Motion Seconded- Josh Green
    - iii. Discussion: None
    - iv. Vote: Unanimous, motion carried
2. Agenda Items Request or Send to Board Chair

#### **XI. ADJOURNMENT**

1. **ACTION ITEM:**
  - a. Motion to Adjourn- Brooke Blomker
  - b. Motion Seconded- Chris Castagneri
  - c. Discussion: None
  - d. Vote: Unanimous, motion carried

Board Approved: 8:16 pm Meeting adjourned



# Attendance Policy

Date Created: 10/04/2023

Approved By: Not Yet Approved

Date Approved: TBD

## Attendance Policy

### PURPOSE

Three Rivers Montessori (TRM) believes that regular school attendance contributes to the academic success of students while setting a regular routine and allows for students to be present for important communication with teachers and peers. Regular attendance builds student confidence and responsibility.

Supporting regular student attendance is the work of the student, parent/guardian, teachers and school administrators. The following policy will assist families in determining what is or is not an excusable absence at TRM as well as attendance requirements.

### GENERAL STATEMENT OF POLICY

#### I. Responsible parties for student attendance:

1. Responsibility of the parent/guardian: Parents and/or guardians have the responsibility to ensure their student attends school. It is also the responsibility of the parent to notify the school as soon as possible should the child be absent. TRM asks parents/guardians to work together with school administration in regards to any attendance issues to adequately support student's regular attendance.
2. Responsibility of the student: The student is responsible to attend all classes as scheduled and to complete any missed assignments in a timely fashion when possible by communicating with the classroom teacher (with assistance from the child's parent/guardian as necessary).
3. Responsibility of the teacher: Teachers are responsible for collecting daily attendance and reporting any absences or tardies to administration. Teachers will also provide missed assignments and/or practice work for students that have notified the school of an absence. Teachers will work in conjunction with parents and guardians regarding absences to support student learning.
4. School administration responsibilities: It is the responsibility of TRM administration to require students to attend classes unless otherwise excused according to this policy. School administration must also be familiar with all procedures regarding attendance and to apply the procedures uniformly to all students. School administration must have accurate attendance records for all students and communicate with families regarding absences while working on solutions.
5. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 students are required to attend all assigned classes each day school is in session. The only exception would be an excusal by the TRM School Board because the student has completed state and school district standards necessary to graduate from high school, has withdrawn, or has a valid excuse for absence (see below).



# Attendance Policy

Date Created: 10/04/2023

Approved By: Not Yet Approved

Date Approved: TBD

## II. Attendance Procedures:

1. Excused Absences: For a student to be considered for an excused absence TRM asks that the student's parent or legal guardian provide notice with a reason for the absence by either by phone or email to the school. If the child has a note from a physician or a licensed mental health professional stating that the student cannot attend school the child will be excused. This note must be provided if the child is absent for three consecutive days.
2. The following reasons are acceptable for an excused absence:
  - a. The student is ill
  - b. A family member of the student is ill
  - c. Death or funeral of someone close to the student or student's family
  - d. Medical or counseling appointment
  - e. Religious observances
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Vacation with family
  - h. Family emergencies
  - i. Mental health evaluations
  - j. Court appearances by family members or guardians
  - k. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
3. Consequences of Excused Absences. If a student is excused from regular school attendance, the student is expected to make up any missed assignments if the student is mentally/physically well enough to do so. The teacher will provide the appropriate due date and extend the due date as appropriate if the child is ill.
4. Unexcused Absences: The following are absences that are typically marked unexcused:
  - a. An absence by a student not approved by the student's parent/guardian
  - b. An absence the parent did not communicate to TRM in accordance with these procedures
  - c. Absences resulting from accumulated unexcused tardies. Six (6) tardies equal one (1) unexcused absence
  - d. Any other absence not included under the attendance procedures set out in this policy: Parent/guardian errands/appointments, parents/guardians working from home, oversleeping, missing the bus, running late, and other incidents as determined by administration





# Attendance Policy

Date Created: 10/04/2023

Approved By: Not Yet Approved

Date Approved: TBD

## 5. Consequences of Unexcused Absences.

Student discipline for unexcused absences

- a. Work missed because of unexcused absence must be made up within the assigned time frame as provided by the child's primary teacher.
- b. After three (3) unexcused absences, TRM will notify the parent/guardian by email or phone. Minn. Stat. §260A.02 (Continuing truant)
- c. After seven (7) unexcused absences, TRM will notify the parent/guardian by email or phone and will contact Health and Human Service as required by law. Minn. Stat. §260A.02 (Continuing truant)
- d. Requires a meeting with parents/guardians, social worker, and administration and may result in disciplinary action.

Student discipline for tardiness

- a. Students are expected to be in their assigned classroom at designated times. Failures to do so constitute tardiness.
- b. Procedures for Reporting Tardiness:
  - i. A student is considered tardy if she/he arrives after the start of the school day until 8:30 a.m.
  - ii. A student is considered absent for a half-day if he/she misses more than 60 minutes but less than 4 hours of the day.
  - iii. A student is considered absent for a full day if he/she misses more than 4 hours of the day.

Excused tardiness - valid excuses for tardiness are:

- a. The student is ill
- b. A family member of the student is ill
- c. Death or funeral of someone close to the student or student's family
- d. Medical or counseling appointment
- e. Religious observances
- f. Physical emergency conditions such as fire, flood, storm,
- g. Vacation with family
- h. Family emergencies
  - i. Mental health evaluations
- j. Court appearances by family members or guardians

Unexcused Tardiness. Unexcused tardiness is failing to be in the classroom at the start of the school day without a valid excuse. Six (6) unexcused tardies equal one (1) unexcused absence .





# Attendance Policy

Date Created: 10/04/2023

Approved By: Not Yet Approved

Date Approved: TBD

III. Dissemination of policy copies of this policy shall be made available to all students and parents on the TRM website: [threeriversmontessori.org](http://threeriversmontessori.org). This policy shall also be available upon request and shared with families with attendance concerns.

## IV. Required Reporting

1. Continuing Truant. Minn. Stat. § 260A.02 states that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.05 and is absent from instruction in a school, as defined in Minn. Stat. § 120.05, without valid excuse within a single school year for three (3) days if the child is in elementary school.
2. Reporting Responsibility. When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
  - a. The child is truant;
  - b. The parent/guardian should notify the school if there is a valid excuse for the child's absence;
  - c. That the parent/guardian is obligated to ensure a child's attendance at school pursuant to Minn. Stat. §120A.22. Parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
  - d. That this notification serves as the notification required by Minn. Stat. §120A.34;
  - e. That alternative educational programs and services may be available in the district;
  - f. That the parent/guardian has the right to meet with appropriate TRM personnel to discuss solutions to the child's truancy;
  - g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Ch. 260; 5
    - i. Habitual Truant. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school. TRM shall refer a habitual truant child and the child's parents or legal guardian to appropriate services and procedures as stated under Minn. Ch. 260A.
    - ii. NOTE: Administration reserves the right to address student attendance at anytime for any reason. Any attendance issues/concerns that arise and do not fit within the policy guidelines as stated above will be dealt with on a case by case basis, if deemed necessary by school administration.



# Non-Discrimination Policy

Date Created: 06/27/2019

Approved By: TRM Board of Directors

Date Approved: 06/27/2019

Date Reviewed: 09/20/2023

## Three Rivers Montessori Nondiscrimination Policy

Three Rivers Montessori does not and shall not discriminate on the basis of race, hair features based on race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, status with regarding to public assistance, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of any staff, selection of volunteers and vendors, and provision of services. Three Rivers Montessori is committed to providing an inclusive and welcoming facility and environment for all.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Regulations of the U.S. Department of Health, the Minnesota Human Rights Act Minn. Stat. Ch. 363A, and Human Services issued pursuant to these statutes at Title 45 Code of Federal Regulations Parts 80, 84, and 91.



# Student Withdrawal Policy

Date Created: 09/11/2023

Approved By: Not Yet Approved

Date Approved: TBD

Date Reviewed:

## Three Rivers Montessori Student Withdrawal Policy

When the decision is made to withdraw a student from TRM, the Student Withdrawal Form must be submitted to the Director of Operations as soon as the decision is made to withdraw. If more than one student in the same family withdraws, a separate form must be filled out for each student. This form can be found on the TRM school website.

TRM will recognize a request for records from another school district as an official notification of a student's withdrawal from TRM. The Director of Operations will make reasonable efforts (phone call, email, and written and mailed communication) to reach parent/guardian and request the Student Withdrawal Form be completed to formalize the withdrawal. If no response is received from the parent/guardian, or Student Withdrawal Form is not completed, the attempts will be documented. The Director of Operations will make reasonable efforts to contact the school that sent the records request and attempt to confirm the student's enrollment and date of enrollment at that school. If all attempts fail a written notice will then be mailed to parent/guardian's address alerting them of disenrollment action.

Per Minn. Stat. § 126C.05, Subd. 8, if a student has missed 15 consecutive school days during the regular school year or five consecutive school days during summer school or intersession classes of flexible school year programs without receiving instruction in the home or hospital setting, the school district must drop the student from its enrollment roll and classify the student as withdrawn for funding purposes. However, this student remains eligible for admission to the public school under Minnesota Statute section 120A.20, and the district's obligations for child find and provision of special education services for children with a disability is not negated by the funding statute



# Student Withdrawal Form

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Last Day at Three Rivers Montessori \_\_\_\_\_ Tentative start date at next school \_\_\_\_\_

*Your child is expected to attend school until he/she is transferred to the new school district.*

Grade: \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

New School Institution Name and Address

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Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

SPED ED       SPED Case Manager: \_\_\_\_\_  Notified \_\_\_\_\_

Drop form submitted: \_\_\_\_\_

Records Request: \_\_\_\_\_

Records Received: \_\_\_\_\_



**Three Rivers Montessori  
Elk River, Minnesota  
District 4266**

**Financial Statements**

**September 30, 2023**

**Three Rivers Montessori  
Elk River, Minnesota  
September 2023 Financial Statements  
Executive Summary**

**Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview –
  - Original Budget: 167
  - Working Budget: 99
  - Actual: 100
- \* The School's projected deficit for the year is (\$263,324). This would result in a projected cumulative fund balance of \$17,503 or 0.8% of expenditures at fiscal year-end.

**Financial Statement Key Points**

- \* As of month-end, 25% of the year was complete.
- \* Cash Balance as of the reporting period is \$299,940, up from the previous month of \$263,455. This was due to receiving your second holdback payment for FY23.
- \* Revenues received at end of the reporting period – 23.92%
- \* Expenditures disbursed at end of the reporting period – 17.12%

**Other Items**

- \* Your audit fieldwork has been completed and the finalized report will be ready soon.
- \* FY24 Lease aid needs to be completed soon to assist with cash flow. Please watch your email for your applicable conflict of interest form. The Board Chair and Executive Director will sign the rest of the application.

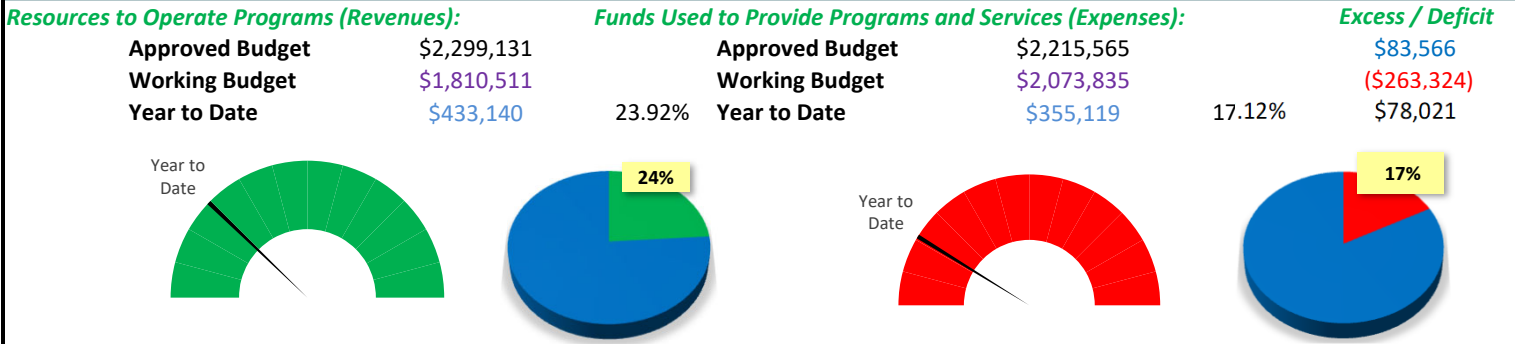
**Supplemental Information (see separate attachments)**

A separate report is provided that shows the payment detail, receipts that were posted and journal entry transaction that were recorded during the month (if any).

*Please contact Mindy Wachter at [mindy.wachter@bergankdv.com](mailto:mindy.wachter@bergankdv.com) or 612-227-7793 should you have any questions related to the financial statements.*

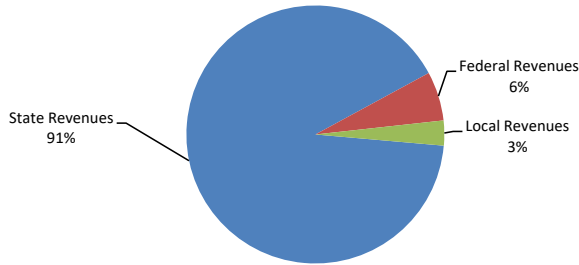
**Three Rivers Montessori**  
**Elk River, Minnesota**  
**Financial Statements Dashboard**  
**As of September 30, 2023**

**Financial Summary - Budgeted Amounts and Year to Date Activity**

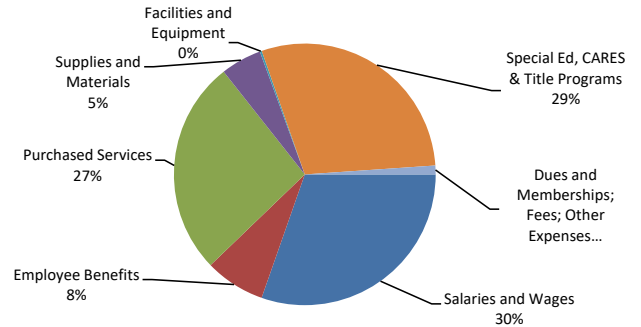


**Budgets for the Year**

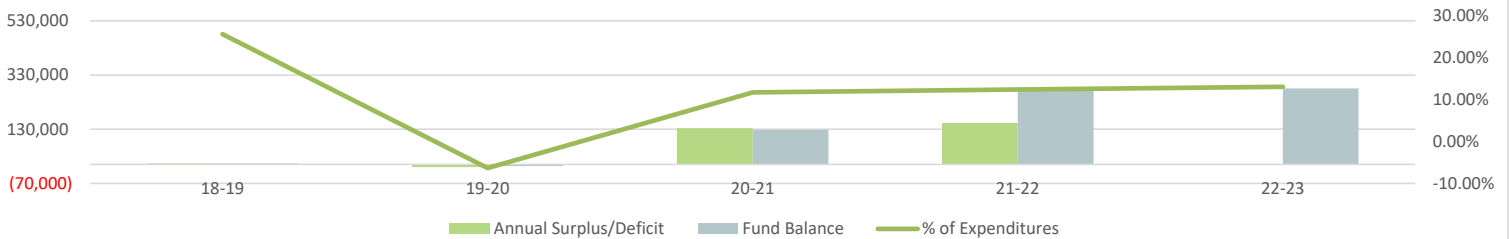
*Where funds will come from to operate the school:*



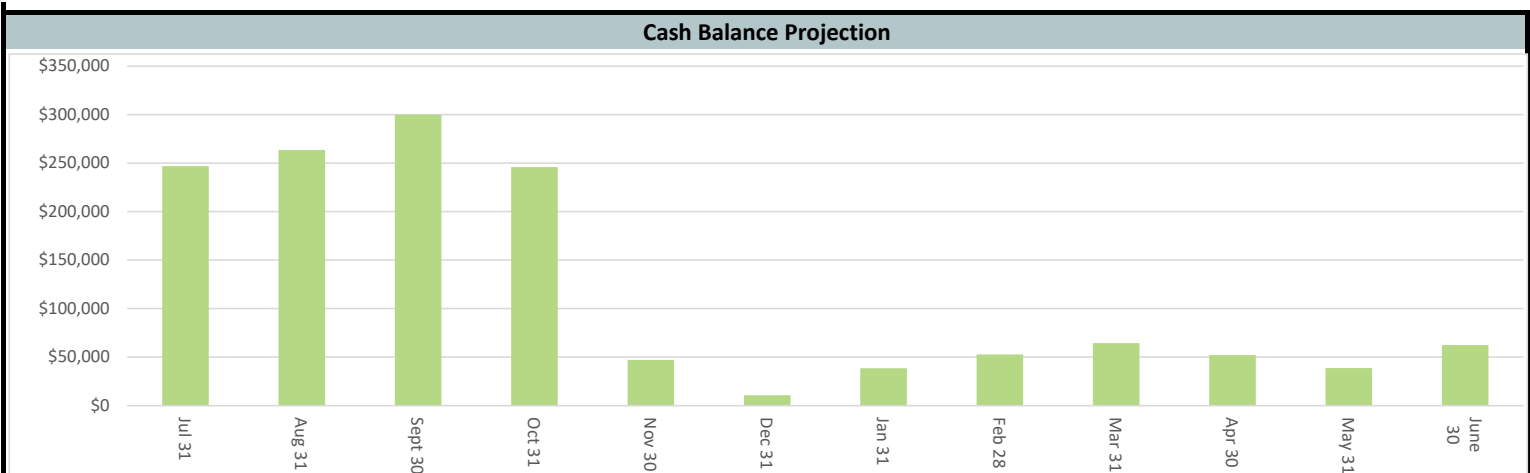
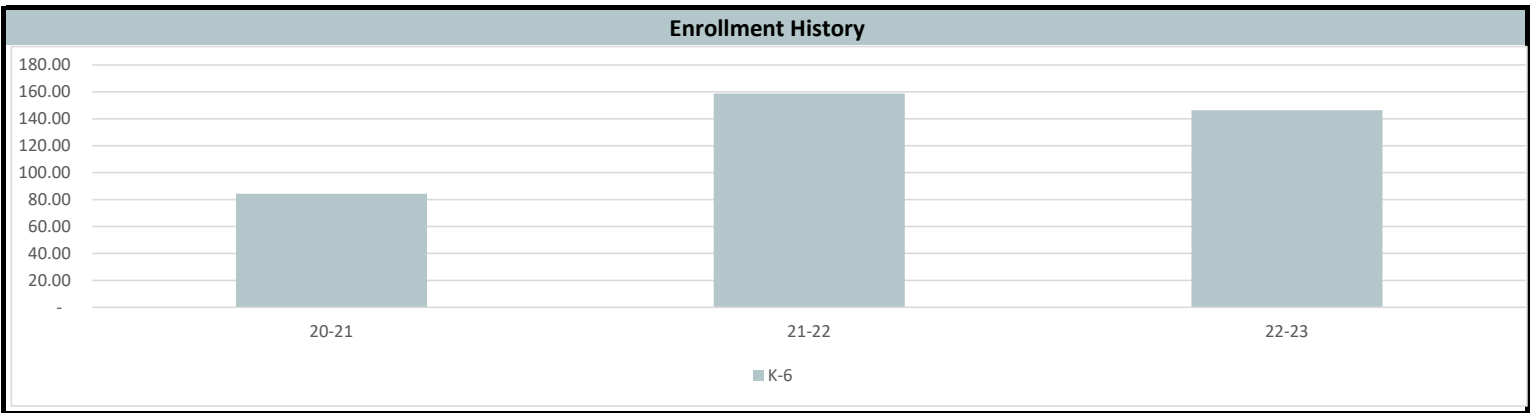
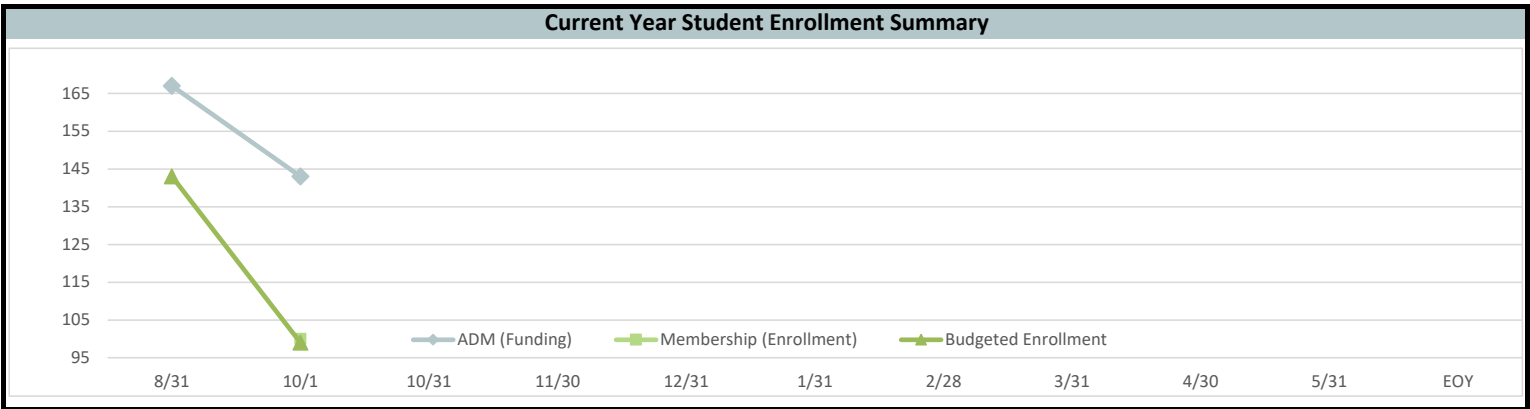
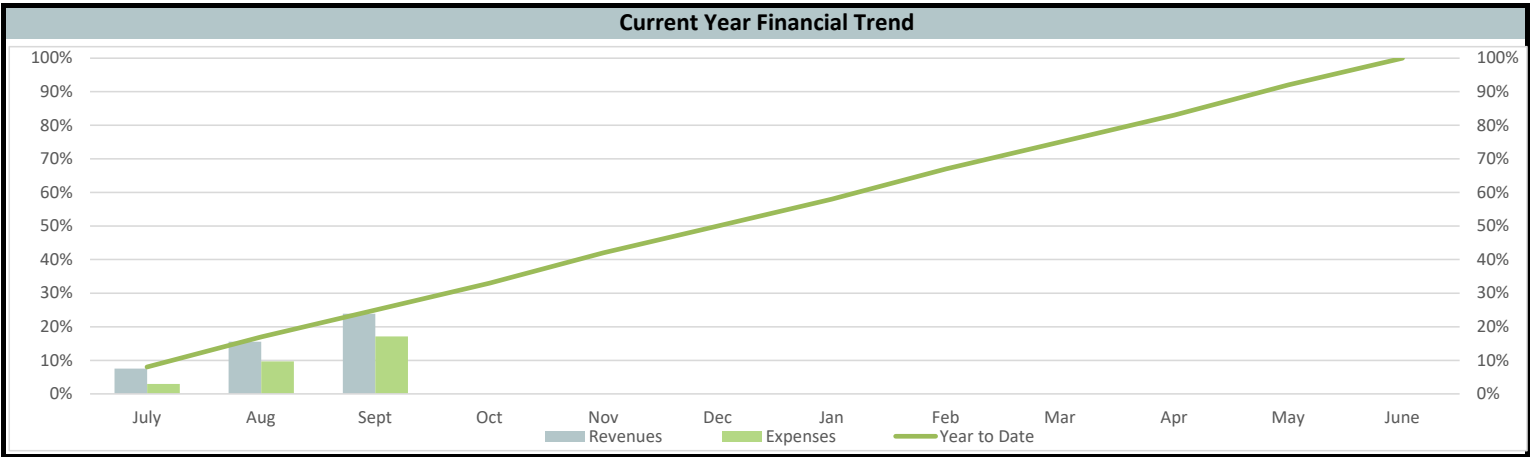
*How the money is budgeted to be spent:*



**Fund Balance History**







**Three Rivers Montessori  
Elk River, Minnesota  
Balance Sheet  
As of September 30, 2023**

	Unaudited Balance 7-1-2023	Month Ending Balance
<b>Assets</b>		
Current Assets		
101 Main Bank	\$ 171,912	\$ 299,940
101 Savings Bank	400	-
115 Accounts receivable	1,327	-
121 State aids receivable	126,116	39,489
Current year state holdback		18,178
122 Federal aids receivable through MDE	50,530	10,194
131 Prepaid expenses	14,397	-
Total all assets	<u>\$ 364,682</u>	<u>\$ 367,801</u>
<b>Liabilities and Fund Balance</b>		
Current Liabilities		
201 Salaries and wages payable	\$ 28,639	\$ 4,132
206 Accounts payable	33,093	-
215 Payroll deductions and contributions payable	19,908	4,821
230 Deferred revenue - lunch accounts	2,215	-
Total liabilities	<u>83,855</u>	<u>8,953</u>
Fund Balance		
Unreserved fund balance	252,123	252,123
Nonspendable fund balance (inventories, prepaids)	14,397	14,397
Reserved Fund Balance - MA Billing	278	278
Restricted fund balance - Community Service	14,029	14,029
Net income to date	-	78,021
Total fund balance	<u>280,827</u>	<u>358,848</u>
Total liabilities and fund balance	<u>\$ 364,682</u>	<u>\$ 367,801</u>

This financial report is prepared in a modified format in that they exclude footnotes and required supplementary information in order to be considered a full set of financial statements. The excluded portions will be included in the School's fiscal year end financial statements. Creative Planning is not a licensed CPA firm and no CPA provides any assurance on this financial report.

**Three Rivers Montessori  
Elk River, Minnesota  
Summary Revenue and Expense Statement  
As of September 30, 2023**

	Months to Date		3	25.00%
	2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of Working Budget
<b>Projected Enrollment</b>	167	99	0.00	0.00%
Weighted Average Daily Membership	167.00	99.00	0.00	0.00%
<b>General Fund - 01</b>				
Revenues				
State Revenues				
211 General education aid	1,276,007	887,357	315,157	35.52%
212 Literacy incentive aid	12,811	12,811	-	0.00%
201 Endowment fund apportionment	7,243	7,243	4,226	58.34%
348-300 Charter school lease aid	219,438	130,086	-	0.00%
317 Long-term facilities maintenance revenue	22,044	13,068	-	0.00%
360 Special education aid	482,089	516,966	63,941	12.37%
343 Library aid	-	19,933	-	0.00%
373 Student support aid	-	19,745	-	0.00%
071 Medical assistance billing revenue	-	1,000	301	30.13%
999 Prior year over/under accrual	60,000	20,000	-	0.00%
Estimated state holdback	-	-	18,178	
Total state revenues	2,079,632	1,628,210	401,803	24.68%
Federal Revenues				
859 Prior year CSP			-	0.00%
401 414 Title programs	2,078	17,420	-	0.00%
419 425 Special education aid	27,522	27,522	2,429	8.82%
499 CRF/CARES	12,661	14,375	7,766	54.02%
Total federal revenues	42,262	59,317	10,194	17.19%
Local Revenues				
			-	
050 Deposits without documentation			-	
050 Fees collected	8,245	8,245	1,650	20.01%
096 Gifts and donations	3,521	3,521	-	0.00%
099 Other local revenues	11,138	11,138	10,000	89.78%
621 Sales of materials purchased for resale	1,000	1,000	-	0.00%
Total local revenues	23,904	23,904	11,650	48.74%
<b>Total revenues</b>	<b>\$ 2,145,798</b>	<b>\$ 1,711,431</b>	<b>\$ 423,647</b>	<b>24.75%</b>
Expenditures				
General Fund				
100 Salaries	700,448	595,057	96,140	16.16%
200 Benefits	168,759	147,732	33,601	22.74%
Projected salaries and benefits payable			7,005	
Total salaries, wages, and benefits payable	869,207	742,788	136,746	18.41%
305 Contracted services	214,200	214,200	44,391	20.72%
315 Contracted technology services	2,000	4,000	1,200	30.00%
320 Communications services	5,100	5,100	1,054	20.67%
329 Postage	1,231	1,231	-	0.00%
330 Utilities cost	24,627	24,627	4,704	19.10%
340 Property and liability insurance	15,245	15,245	3,177	20.84%
350 Repairs and maintenance	10,261	10,261	7,138	69.56%
360 Contracted transportation - Field Trips	410	410	-	0.00%
366 Travel, conferences and staff training	3,899	3,899	12,720	326.20%
369 Field trips and other student fees	257	257	-	0.00%
348-370 Building lease cost	258,003	258,003	64,050	24.83%
335 Other rentals and operating leases	3,078	3,078	2,455	79.76%
380 Computer and tech related hardware rentals	5,131	5,131	510	9.94%
401 Supplies - non instructional	19,753	11,900	6,675	56.10%
405 Non instructional software and license fees	8,869	13,400	9,899	73.87%
406 Instructional software and license fees	3,592	3,592	1,725	48.03%
430 Instructional supplies	12,314	7,446	475	6.38%
455 Non-instructional technology supplies	7,696	4,654	38	0.81%
456 Instructional technology supplies	1,026	620	300	48.27%
460 Textbooks and workbooks	2,000	1,209	-	0.00%
461 Standardized Tests	1,491	4,450	4,450	100.00%

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		Months to Date		3	25.00%
		2023-2024	2023-2024	2023-2024	Year to Date
		Original	Working	Year to Date	Percent of
		Budget	Budget	Actual	Working
					Budget
466	Instructional technology devices	2,565	1,551	-	0.00%
490	Food purchased (not for food service)	3,078	3,078	373	12.11%
530	Other equipment purchased	5,131	5,131	1,038	20.22%
740	Interest on sale of receivables / line of credit	1,539	1,539	-	0.00%
820	Dues and memberships	20,715	20,715	9,128	44.07%
899	Transactions without documentation	-	-	-	0.00%
	<i>Subtotal general fund expenditures</i>	<i>1,502,421</i>	<i>1,367,518</i>	<i>312,246</i>	<i>22.83%</i>
Title Programs					
100	Salaries	-	14,620	-	0.00%
200	Benefits	-	2,414	-	0.00%
366	Travel, conferences and staff training	2,078	-	-	0.00%
401	Supplies - non Instructional	-	386	-	0.00%
	<i>Subtotal title programs expenditures</i>	<i>2,078</i>	<i>17,420</i>	<i>-</i>	<i>0.00%</i>
State Special Education					
100	Salaries	324,069	352,643	18,824	5.34%
200	Benefits	76,187	84,326	2,824	3.35%
394	Special education fees for services	102,614	102,614	1,665	1.62%
401	Supplies - non instructional	1,026	1,026	-	0.00%
405	Non instructional software and license fees	-	-	-	0.00%
433	Individualized instructional materials	2,565	2,565	-	0.00%
466	Instructional technology devices	1,000	1,000	-	0.00%
	<i>Subtotal state special education expenditures</i>	<i>507,462</i>	<i>544,175</i>	<i>23,313</i>	<i>4.28%</i>
Federal Special Education					
303	Federal contracted services < \$25,000	26,373	26,373	-	0.00%
366	Travel, conferences and staff training	-	-	822	0.00%
401	Supplies - non instructional	1,149	1,149	-	0.00%
405	Non instructional software	-	-	1,186	0.00%
433	Individualized instructional materials	-	-	421	0.00%
	<i>Subtotal federal special education expenditures</i>	<i>27,522</i>	<i>27,522</i>	<i>2,429</i>	<i>8.82%</i>
Federal CRF/CARES					
100	Salaries	9,120	10,586	7,256	68.54%
200	Benefits	1,541	1,789	485	27.10%
303	Federal contracted services < \$25,000	-	-	-	0.00%
401	Supplies - non instructional	500	500	25	5.00%
433	Individualized instructional materials	1,000	1,000	-	0.00%
490	Food purchased (not for food service)	500	500	-	0.00%
	<i>Subtotal federal CRF/CARES expenditures</i>	<i>12,661</i>	<i>14,375</i>	<i>7,766</i>	<i>54.02%</i>
	<i>Subtotal all expenditures</i>	<i>2,052,145</i>	<i>1,971,010</i>	<i>345,754</i>	<i>17.54%</i>
	Transfer to food service fund	-	11,364	-	
	<b>Total expenditures</b>	<b>\$ 2,052,145</b>	<b>\$ 1,982,374</b>	<b>\$ 345,754</b>	<b>17.44%</b>
	<b>General fund net income</b>	<b>\$ 93,653</b>	<b>\$ (270,942)</b>	<b>\$ 77,893</b>	

#### Food Services Fund - 02

Revenues					
300	State revenues	\$ 6,533	\$ 3,950	\$ -	0.00%
400	Federal revenues	\$ 85,170	\$ 51,500	-	0.00%
474	USDA commodities received	\$ -	\$ -	-	0.00%
600s	Sales of lunches, breakfasts, and milk	\$ -	\$ -	185	0.00%
	<i>Subtotal revenues</i>	<i>91,703</i>	<i>55,450</i>	<i>185</i>	<i>0.33%</i>
	Transfer from General Fund	-	11,364	-	
	<b>Total revenues</b>	<b>\$ 91,703</b>	<b>\$ 66,814</b>	<b>\$ 185</b>	<b>0.28%</b>
Expenditures					
100	Salaries	19,000	11,970	1,079	9.01%
200	Benefits	5,611	1,897	163	8.62%
300	Purchased services	1,530	1,530	-	0.00%
401	Supplies and materials	2,052	2,052	187	9.11%
490/495	Food and milk	81,578	49,328	-	0.00%
491	Federal commodities used	-	-	-	0.00%
820	Dues, memberships, other fees	-	36	-	0.00%
	<b>Total expenditures</b>	<b>\$ 109,772</b>	<b>\$ 66,814</b>	<b>\$ 1,429</b>	<b>2.14%</b>
	<b>Food services fund net income</b>	<b>\$ (18,069)</b>	<b>\$ -</b>	<b>\$ (1,244)</b>	

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		Months to Date		3	25.00%
		2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of Working Budget
<b>Community Services Fund - 04</b>					
Revenues					
50	Before and After care fees	\$ 61,630	\$ 32,266	9,308	28.85%
	Subtotal revenues	61,630	32,266	9,308	28.85%
	Transfer from General Fund	-	0	-	
	<b>Total revenues</b>	<b>\$ 61,630</b>	<b>\$ 32,266</b>	<b>\$ 9,308</b>	<b>28.85%</b>
Expenditures					
100	Salaries	43,782	19,250	6,792	35.28%
200	Benefits	7,971	3,502	1,047	29.88%
300	Purchased services	1,020	1,020	-	0.00%
401	Supplies and materials	875	875	98	11.16%
	<b>Total expenditures</b>	<b>\$ 53,648</b>	<b>\$ 24,647</b>	<b>\$ 7,936</b>	<b>32.20%</b>
<b>Community services fund net income</b>		<b>\$ 7,982</b>	<b>\$ 7,619</b>	<b>\$ 1,372</b>	
<b>Total All Funds</b>					
Revenues					
	State revenues	\$ 2,086,165	\$ 1,632,160	\$ 401,803	24.62%
	Federal revenues	127,432	110,817	10,194	9.20%
	Local revenues	85,535	56,170	21,143	37.64%
	Fund transfers	-	11,364	-	
	<b>Total revenues</b>	<b>\$ 2,299,131</b>	<b>\$ 1,810,511</b>	<b>\$ 433,140</b>	<b>23.92%</b>
Expenditures					
	Salaries and wages	\$ 1,096,419	\$ 1,004,126	\$ 137,095	13.65%
	Employee benefits	260,069	241,660	38,120	15.77%
	Purchased services	677,060	676,981	143,887	21.25%
	Supplies and materials	154,631	112,283	25,851	23.02%
	Facilities and equipment	5,131	5,131	1,038	0.00%
	Dues and memberships; fees; other expenses	20,715	20,751	9,128	43.99%
	Other program costs	-	-	-	0.00%
	<b>Total expenditures</b>	<b>\$ 2,215,565</b>	<b>\$ 2,073,835</b>	<b>\$ 355,119</b>	<b>17.12%</b>
	<b>Total revenues all funds</b>	<b>\$ 2,299,131</b>	<b>\$ 1,810,511</b>	<b>\$ 433,140</b>	<b>23.92%</b>
	<b>Total expenditures all funds</b>	<b>2,215,565</b>	<b>2,073,835</b>	<b>355,119</b>	<b>17.12%</b>
<b>Net income - all funds</b>		<b>\$ 83,566</b>	<b>\$ (263,324)</b>	<b>\$ 78,021</b>	
<b>Beginning fund balance, district wide</b>		<b>280,827</b>	<b>280,827</b>	<b>280,827</b>	
<b>Ending fund balance, district wide</b>		<b>364,393</b>	<b>17,503</b>	<b>358,848</b>	

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**Three Rivers Montessori  
Cash Flow Projection Summary  
2023-2024 School Year**

Period Ending	Cash Inflows (Revenues)						Cash Outflows (Expenditures)				Cash Balance	
	State Aid Payments	Federal Aid Payments	Other Receipts	Line of Credit Draw	Prior Year State and Federal Receivable	Total Receipts	Salaries and Benefits (Net)	Other Expenses - AP	Payments Made on Line of Credit	Total Expenses		
											<i>Beginning Balance</i>	<b>\$ 172,312</b>
Jul 31	127,595	-	3,166	-	49,886	180,647	34,175	71,908	-	106,084	246,876	
Aug 31	127,810	-	1,595	-	43,043	172,447	36,597	119,271	-	155,868	263,455	
Sept 30	127,919	-	15,788	-	44,228	187,934	51,196	100,254	-	151,450	299,940	
Oct 31	63,800	18,763	5,909	-	34,489	122,961	65,000	112,000	-	177,000	245,901	
Nov 30	39,026	6,763	5,909	-	-	51,698	65,000	112,000	-	177,000	47,010	
Dec 31	126,000	6,763	5,909	-	-	138,672	65,000	110,000	-	175,000	10,681	
Jan 31	126,000	18,763	5,909	50,000	4,104	204,776	65,000	112,000	-	177,000	38,457	
Feb 28	126,000	6,763	5,909	50,000	580	189,252	65,000	110,000	-	175,000	52,709	
Mar 31	126,000	6,763	5,909	50,000	-	188,672	65,000	112,000	-	177,000	64,381	
Apr 30	126,000	18,763	5,909	-	13,947	164,619	65,000	112,000	-	177,000	52,000	
May 31	126,000	6,763	5,909	25,000	-	163,672	65,000	112,000	-	177,000	38,671	
June 30	126,000	6,763	5,909	-	100,000	238,672	65,000	100,000	50,000	215,000	62,343	
<b>Totals</b>	1,368,149	96,864	73,730	-	290,278	1,829,021	706,968	1,283,434	-	1,990,401	62,343	
<b>Projected Cash Flow for FY2024-2025</b>												
Jul 31	130,000	5,000	3,166	-	-	138,166	34,500	71,908	-	106,408	94,101	
Aug 31	130,000	5,000	1,500	-	65,446	201,946	40,000	125,000	100,000	265,000	31,047	
Sept 30	130,000	10,000	7,000	-	37,835	184,835	75,000	125,000	25,000	225,000	(9,118)	
Oct 31	130,000	20,000	7,000	-	25,223	182,223	75,000	125,000	-	200,000	(26,895)	

Assumptions: 10% State Aid Holdback

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**Three Rivers Montessori  
Elk River, Minnesota  
District 4266**

**Supplemental Information**

**September 30, 2023**



## Three Rivers Montessori Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1492	4266	ERCH	CR0923															
IDEAS Pymt 9/15/23																		
				1507	Credit	A	09/15/23	Wire	1	1001	MDE							
							4266	R	01	005	000	000	000	201		FY24 Sch Trust Land Endown	4,226.07	0.00
							4266	R	01	005	000	000	000	211		FY24 General Education Char	60,461.95	0.00
														Receipt Total:	\$64,688.02	\$0.00		
														<b>Deposit Total:</b>	<b>\$64,688.02</b>	<b>\$0.00</b>		
1493	4266	ERCH	CR0923															
FY24 Deposit 9/12/23																		
				1508	Credit	A	09/12/23	Check	1	1001	MDE							
							4266	R	01	005	000	000	372	071		FY24 MA IEP Reimb	211.24	0.00
														Receipt Total:	\$211.24	\$0.00		
														<b>Deposit Total:</b>	<b>\$211.24</b>	<b>\$0.00</b>		
1494	4266	ERCH	CR0923															
FY24 Deposit 9/12/23																		
				1509	Credit	A	09/12/23	Check	1	PATH	Pathfinders							
							4266	R	04	005	570	000	000	050		FY24 Pathfinders	50.00	0.00
														Receipt Total:	\$50.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$50.00</b>	<b>\$0.00</b>		
1495	4266	ERCH	CR0923															
FY24 Deposit 9/12/23																		
				1510	Credit	A	09/12/23	Check	1	M	Miscellaneous Customer							
							4266	R	01	005	000	000	000	050		FY24 TRM Gear	20.00	0.00
														Receipt Total:	\$20.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>		
1496	4266	ERCH	CR0923															
FY24 Deposit 9/12/23																		
				1511	Credit	A	09/12/23	Check	1	M	Miscellaneous Customer							
							4266	R	01	005	000	000	000	050		FY24 School Supply Fee	320.00	0.00
														Receipt Total:	\$320.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$320.00</b>	<b>\$0.00</b>		
1497	4266	ERCH	CR0923															
FY24 Deposit Returned 9/15/23																		
				1512	Debit	A	09/15/23	Check	1	M	Miscellaneous Customer							
							4266	R	01	005	000	000	000	050		FY24 Deposit Return School	(30.00)	0.00
														Receipt Total:	(\$30.00)	\$0.00		
														<b>Deposit Total:</b>	<b>(\$30.00)</b>	<b>\$0.00</b>		

## Three Rivers Montessori Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1498	4266	ERCH	CR0923													
FY24 Returned Deposit 9/15/23																
			1513	Debit	A	09/15/23		Check	1	PATH	Pathfinders					
						4266	R 04 005 570 000 000 050				FY24 Returned Dep Pathfinde				(50.00)	0.00
														Receipt Total:	(\$50.00)	\$0.00
														<b>Deposit Total:</b>	<b>(50.00)</b>	<b>\$0.00</b>
1499	4266	ERCH	CR0923													
FY24 Deposit 9/22/23																
			1514	Credit	A	09/22/23		Check	1	M	Miscellaneous Customer					
						4266	R 01 005 000 000 000 050				FY24 TRM Gear				20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>
1500	4266	ERCH	CR0923													
FY24 Deposit 9/22/23																
			1515	Credit	A	09/22/23		Check	1	PATH	Pathfinders					
						4266	R 04 005 570 000 000 050				FY24 Pathfinders				1,403.00	0.00
														Receipt Total:	\$1,403.00	\$0.00
														<b>Deposit Total:</b>	<b>\$1,403.00</b>	<b>\$0.00</b>
1501	4266	ERCH	CR0923													
FY24 Deposit 9/29/23																
			1516	Credit	A	09/29/23		Check	1	VOL	VouInteer Background Chec					
						4266	E 01 005 105 000 000 305				FY24 Volunteer Bkg Fee				40.00	0.00
														Receipt Total:	\$40.00	\$0.00
														<b>Deposit Total:</b>	<b>\$40.00</b>	<b>\$0.00</b>
1502	4266	ERCH	CR0923													
FY24 Deposit 9/29/23																
			1517	Credit	A	09/29/23		Check	1	PATH	Pathfinders					
						4266	R 04 005 570 000 000 050				FY24 Pathfinders				1,325.00	0.00
														Receipt Total:	\$1,325.00	\$0.00
														<b>Deposit Total:</b>	<b>\$1,325.00</b>	<b>\$0.00</b>
1503	4266	ERCH	CR0923													
FY24 Deposit 9/29/23																
			1518	Credit	A	09/29/23		Check	1	M	Miscellaneous Customer					
						4266	R 01 005 000 000 000 050				FY24 School Supply Fee				30.00	0.00
														Receipt Total:	\$30.00	\$0.00
														<b>Deposit Total:</b>	<b>\$30.00</b>	<b>\$0.00</b>

### Three Rivers Montessori Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
1504	4266	ERCH	CR0923															
FY24 Deposit 9/29/23																		
				1519	Credit	A	09/29/23	Check	1	FOOD	Food Service Pmts							
							4266	R	02	005	770	000	701	601				
																	58.00	0.00
														Receipt Total:	\$58.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$58.00</b>	<b>\$0.00</b>		
1505	4266	ERCH	CR0923															
IDEAS Pymt 9/29/23																		
				1520	Credit	A	09/29/23	Check	1	1001	MDE							
							4266	B	01	121	000						25,093.69	0.00
							4266	B	01	121	000						18,601.64	0.00
							4266	B	01	121	000						20.40	0.00
							4266	B	01	121	000						512.44	0.00
							4266	R	01	005	000	000	000	211			63,230.61	0.00
														Receipt Total:	\$107,458.78	\$0.00		
														<b>Deposit Total:</b>	<b>\$107,458.78</b>	<b>\$0.00</b>		
1506	4266	ERCH	CR0923															
FY24 Square Deposits - Sept																		
				1521	Credit	A	09/29/23	Check	1	M	Miscellaneous Customer							
							4266	R	01	005	000	000	000	050			1,290.00	0.00
														Receipt Total:	\$1,290.00	\$0.00		
FY24 Square Deposits - Sept																		
				1522	Debit	A	09/29/23	Check	1	M	Miscellaneous Customer							
							4266	E	01	005	112	000	000	305			(46.71)	0.00
														Receipt Total:	(\$46.71)	\$0.00		
														<b>Deposit Total:</b>	<b>\$1,243.29</b>	<b>\$0.00</b>		
1507	4266	ERCH	CR0923															
FY24 JMC Deposits - September																		
				1523	Credit	A	09/29/23	Wire	1	PATH	Pathfinders							
							4266	R	04	005	570	000	000	050			1,096.00	0.00
														Receipt Total:	\$1,096.00	\$0.00		
FY24 JMC Deposits - September																		
				1524	Credit	A	09/29/23	Wire	1	FOOD	Food Service Pmts							
							4266	R	02	005	770	000	701	601			51.00	0.00
														Receipt Total:	\$51.00	\$0.00		
														<b>Deposit Total:</b>	<b>\$1,147.00</b>	<b>\$0.00</b>		

## Three Rivers Montessori Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1508	4266	ERCH	CR0923													
FY24	Deposit	9/12/23		1525	Credit	A	09/12/23	Check	1	M	Miscellaneous Customer					
				4266	R	01	005 000 000 000 099				FY24 Sherburne Cty PartnerA				10,000.00	0.00

Receipt Total:	\$10,000.00	\$0.00
<b>Deposit Total:</b>	<b>\$10,000.00</b>	<b>\$0.00</b>
Report Total:	\$187,934.33	\$0.00

### Three Rivers Montessori Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Date	Amount
									Print	Recon	Void		
ERCH		3594		BP	1	1022	The McDowell Agency, Inc.		No	Yes	No	09/15/2023	225.00
ERCH		3595		BP	1	1030	Navigate Care Consulting		No	Yes	No	09/15/2023	305.24
ERCH		3596		BP	1	1045	WDTechOnline, LLC	S Corporation	No	Yes	No	09/15/2023	300.00
ERCH		3597		BP	1	1049	The Hartford		No	Yes	No	09/15/2023	482.43
ERCH		3598		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	09/15/2023	137.56
ERCH		3599		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	09/15/2023	255.00
ERCH		3600		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	09/15/2023	284.00
ERCH		3601		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	09/15/2023	354.50
ERCH		3602		BP	1	1065	Charter Communications		No	Yes	No	09/15/2023	322.93
ERCH		3603		BP	1	1070	Ace Solid Waste, Inc.		No	Yes	No	09/15/2023	143.97
ERCH		3604		BP	1	1071	Nardini Fire Equipment		No	Yes	No	09/15/2023	419.00
ERCH		3605		BP	1	1089	Rebecca McMullen		No	Yes	No	09/15/2023	600.00
ERCH		3606		BP	1	1165	CenterPoint Energy		No	Yes	No	09/15/2023	49.64
ERCH		3607		BP	1	1189	Amazon Capital Services		No	Yes	No	09/15/2023	25.98
ERCH		3608		BP	1	1233	BerganKDV		No	Yes	No	09/15/2023	5,250.00
ERCH		3609		BP	1	1237	Buisness Essentials		No	Yes	No	09/15/2023	132.81
ERCH		3610		BP	1	1245	Integrative Therapy		No	Yes	No	09/15/2023	675.00
ERCH		3611		BP	1	1262	MH Plumbing Inc.		No	Yes	No	09/15/2023	200.00
ERCH		3612		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	09/15/2023	588.40
ERCH		3613		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	09/15/2023	669.64
ERCH		3614		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	09/15/2023	1,385.04
ERCH		3615		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	09/15/2023	5,072.68
ERCH		3616		Wire	1	1023	The Hanover Insurance Group		No	Yes	No	09/18/2023	1,059.82
ERCH		3617		Wire	1	1048	Charter Schools Development Corp		No	Yes	No	09/18/2023	21,350.08
ERCH		3618		Wire	1	1141	Alerus		No	Yes	No	09/18/2023	100.00
ERCH		3619		Wire	1	1219	KPAY TLM		No	Yes	No	09/18/2023	158.00
ERCH		3621		Wire	1	1034	Minnesota Department of Revenue		No	Yes	No	09/15/2023	1,028.83
ERCH		3622		Wire	1	1035	PERA		No	Yes	No	09/15/2023	893.67
ERCH		3623		Wire	1	1036	TRA		No	Yes	No	09/15/2023	4,063.87
ERCH		3624		Wire	1	1037	IRS		No	Yes	No	09/15/2023	6,587.49
ERCH		3627		Wire	1	1017	The Bank of Elk River		No	Yes	No	09/29/2023	10.00
ERCH		3628		Wire	1	1141	Alerus		No	Yes	No	09/29/2023	100.00
ERCH		3629		Wire	1	1141	Alerus		No	Yes	No	09/29/2023	2.75
ERCH		3630		Wire	1	1229	Bill.com		No	Yes	No	09/29/2023	89.42
ERCH		3631		Wire	1	1231	Iron Mountain		No	Yes	No	09/29/2023	85.95
ERCH		3632		BP	1	1030	Navigate Care Consulting		No	Yes	No	09/29/2023	112.50
ERCH		3633		BP	1	1045	WDTechOnline, LLC	S Corporation	No	Yes	No	09/29/2023	300.00
ERCH		3634		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	09/29/2023	161.76
ERCH		3635		BP	1	1063	Designs for Learning		No	Yes	No	09/29/2023	900.50

### Three Rivers Montessori Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
ERCH		3636		BP	1	1063	Designs for Learning		No	Yes	No	09/29/2023	1,002.00
ERCH		3637		BP	1	1082	Colonial Life		No	Yes	No	09/29/2023	279.84
ERCH		3638		BP	1	1189	Amazon Capital Services		No	Yes	No	09/29/2023	299.50
ERCH		3639		BP	1	1226	Canon Financial Services Inc		No	Yes	No	09/29/2023	664.25
ERCH		3640		BP	1	1233	BerganKDV		No	Yes	No	09/29/2023	5,250.00
ERCH		3641		BP	1	1245	Integrative Therapy		No	Yes	No	09/29/2023	900.00
ERCH		3642		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	09/29/2023	2,438.34
ERCH		3643		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	09/29/2023	2,438.34
ERCH		3644		BP	1	1264	AccuTrain Corporation		No	Yes	No	09/29/2023	10,550.00
ERCH		3645		BP	1	1265	SDCS, Inc.		No	Yes	No	09/29/2023	322.19
ERCH		3646		Wire	1	1017	The Bank of Elk River		No	Yes	No	09/21/2023	8.00
ERCH		3647		Wire	1	1017	The Bank of Elk River		No	Yes	No	09/21/2023	8.00
ERCH		3648		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	09/21/2023	843.20
ERCH		3649		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	09/21/2023	408.56
ERCH		3650		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	09/21/2023	743.65
ERCH		3651		Wire	1	1059	jmc		No	Yes	No	09/22/2023	3.49
ERCH		3652		Wire	1	1234	Divvy		No	Yes	No	09/05/2023	1,534.12
ERCH		3653		Wire	1	1234	Divvy		No	Yes	No	09/18/2023	1,284.51
ERCH		3654		Wire	1	1034	Minnesota Department of Revenue		No	No	No	09/29/2023	1,387.11
ERCH		3655		Wire	1	1035	PERA		No	No	No	09/29/2023	2,036.67
ERCH		3656		Wire	1	1036	TRA		No	No	No	09/29/2023	4,220.50
ERCH		3657		Wire	1	1037	IRS		No	No	No	09/29/2023	8,544.20
ERCH		3620	1183	Check	1	1243	PELSB		Yes	Yes	No	09/14/2023	57.00
ERCH		3625	1184	Check	1	1243	PELSB		Yes	Yes	No	09/22/2023	57.00
ERCH		3626	1187	Check	1	1243	PELSB		Yes	Yes	No	09/28/2023	90.25

Bank Total: \$100,254.18

Report Total: \$100,254.18



# October Director Updates

## ENROLLMENT UPDATE

Kindergarten	19
1st Grade	17
2nd Grade	19
3rd Grade	12
4th Grade	18
5th Grade	12
6th Grade	3
TOTAL	100

## STAFFING UPDATE

1. One Social Worker opening



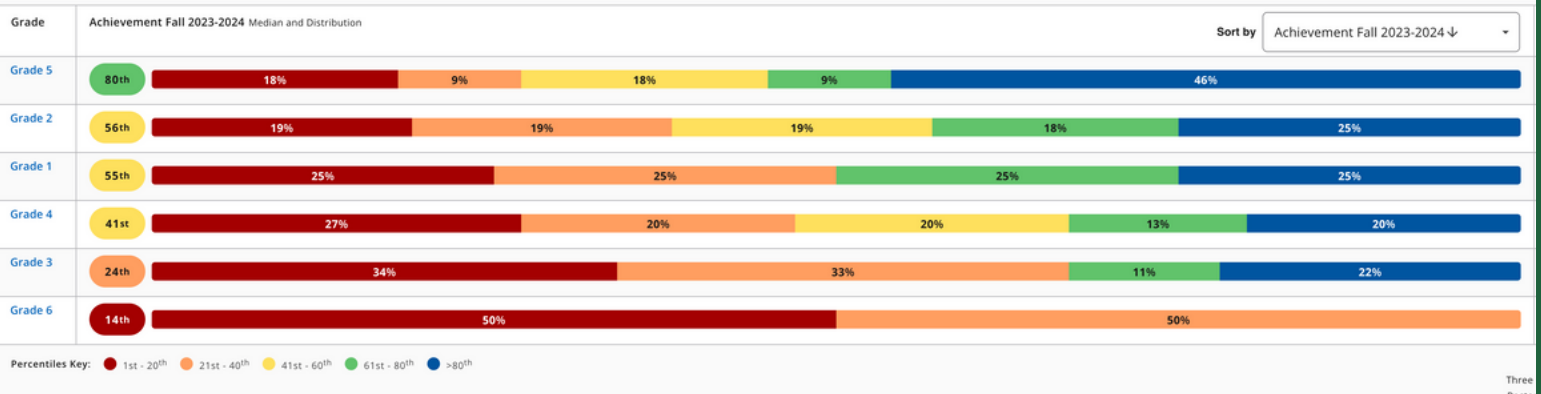


# NWEA MAP TESTING UPDATE

## READING

### Achievement by Grade

Three Rivers Montessori | Reading

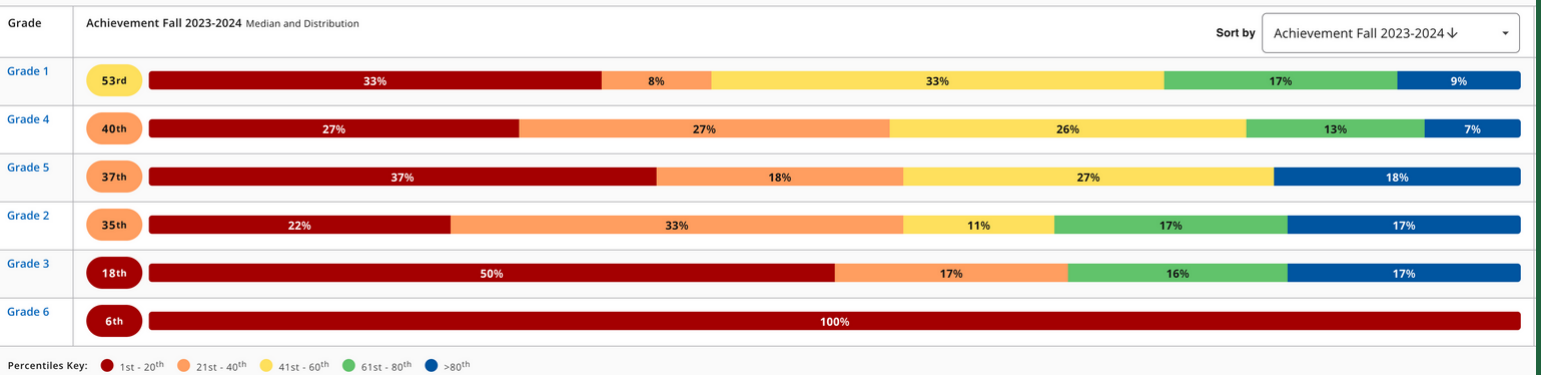


Overall 41% of TRM students at or above grade level, 34% on the bubble, and 25% below grade level and in need of remediation.

## MATH

### Achievement by Grade

Three Rivers Montessori | Math K-12



Overall 26% of TRM students at or above grade level, 40% on the bubble, and 34% below grade level and in need of remediation.



# Chemical Use and Abuse Policy

Date Created: 03/27/2020

Approved By: TRM Board of Directors

Date Approved: 05/01/2020

## Chemical Use and Abuse

### I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

A. Use of controlled substances, toxic substances, alcohol, and cannabis is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.

B. The school district shall provide this policy on its website and/or electronically communicate this policy to all its enrolled families. The school district shall also require every employee read this policy upon hire and provide a signature confirming it has been read.

### III. DEFINITIONS

A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the person's normal function in academic, school, or social activities is impaired.

B. "Chemicals" includes but is not limited to alcohol, cannabis toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.

C. "School location" includes any school building or on any school premises; on any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.



# Chemical Use and Abuse Policy Cont.

## IV. STUDENTS

### A. Instruction

- a. The school may provide an instructional program in chemical abuse and prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
- b. As part of the instructional program outlined in IV.A.a above, the school will include age-appropriate and developmentally-based activities that:
  - i. Address the consequences of violence and the illegal use of drugs, as appropriate;
  - ii. Promote a sense of responsibility;
  - iii. Teach students that most people do not illegally use drugs;
  - iv. Teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - v. Teach students about the dangers of emerging drugs;
  - vi. Engage students in the learning process; and
- c. The school may disseminate drug and violence prevention information within the school and to the community.
- d. The school may have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.



# Chemical Use and Abuse Policy Cont.

e. The school may have drug and violence prevention activities that may include the following:

- i. Conflict resolution programs, including peer medication programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- ii. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- iii. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

## B. Reports of Chemical Use and Abuse

- a. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - i. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administration arrives
  - ii. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school director and/or outside medical personnel as appropriate.
  - iii. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - iv. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.



# Chemical Use and Abuse Policy Cont.

b. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:

- i. The employee shall notify the school director and shall describe the basis for the suspicion. The director will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting with the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
- ii. The director may determine there is no chemical abuse. If the director determines there is chemical abuse, the director will select an appropriate course of action, which may include referral to a counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

c. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.

d. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

## C. Data Practices

a. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.

## b. Destruction of Records

- i. If the director decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created about the student shall be destroyed not later than six (6) months after the determination is made.
- ii. If the director decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.



# Chemical Use and Abuse Policy Cont.

iii. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

## D. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

## V. EMPLOYEES

A. The director or designee may undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:

- a. The dangers and health risks of chemical abuse in the workplace/school.
- b. The school district's drug-free workplace/drug-free school policy.
- c. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.

B. The director, or designee, shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the director.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. §§ 701 and 702.]



# Board Member Code of Ethics Policy

Date Created: 02/10/2020

Approved By: TRM Board of Directors

Date Approved: 01/21/2020

## Board Member Code of Ethics

As members of the School Board we recognize the integrity of our predecessors and associates and appreciate the merit of their work. We consider ourselves trustees of public education and do the best to protect, conserve and advance its progress. We are motivated by the desire to serve the pupils of our district and by the desire to provide the best educational opportunities possible for the entire district.

As a member of the School Board I will inform myself of the proper duties and functions of a School Board member. I will appraise both the present and future educational needs of the School District and attempt to obtain adequate financial support of the school program. I will interpret the needs and attitudes of the community and do my best to translate these into the educational program of the School District. I will participate in activities that foster professional growth such as meetings, conferences, and workshops pertaining to school activities and objectives of the board.

As members of the School Board we meet the legal responsibility that is ours, functioning as a policy-forming body – not as administrative officers. Our responsibility is to have the school run properly, not to run it ourselves.

The individual members of the School Board hold an office of shared power and responsibility and recognize that school business may be legally transacted only in an open meeting of the School Board. Individual Board members exercise authority over District affairs only as they vote to take action at a legal Board meeting.

As a Board member I recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through points of view, which may be presented at the meeting. Each board member is committed to reaching and supporting group decisions, which represent the best judgments of the Board as a whole. The School Board will make decisions in Board meetings only after all sides of debatable questions have been represented.

As a member of the School Board I will listen, respect the rights of others to have and express opinions, and make no disparaging remarks, in or out of meetings, about other members of the Board, or their opinions.

New Member Signature \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Board Self Reflection Policy

Date Created: 01/10/2020

Approved By: TRM Board of Directors

Date Approved: 01/21/2020

## Board Self Reflection

### 1. PURPOSE

The purpose of the TRM Board Reflection Policy is to ensure a high-functioning, reflective board that is focused on student outcomes while fulfilling its state-mandated fiduciary responsibilities.

### 1.II. PRACTICES

In August or September of each year, the TRM Board will review its practices.

Information for Decision Making

The board is receiving timely, accurate information on a regular basis to oversee vital school functions

Monthly

- Financial information that tracks revenues, expenditures and cash flow • Director's report that includes school operations and enrollment
- Personnel information that reflects current hiring, termination and staffing data Semi-Annually

• Report from the business manager and the director that reviews the school's finances and suggest budget revisions

Annual

- In the fall of each year, the board reviews and comments on the school's strategic plan and establishes goals for the current school year
- Report from the director that includes academic performance and analysis
- Review of Audubon/authorizer school performance expectations as needed

### Review of the Director

The board policy reflects a comprehensive, effective process for evaluating the director with the people and processes in place to carry it out.

The board will review the process each year and recommend any necessary changes.



# Board Self Reflection Policy Cont.

## Annual Meeting and Election of New Board Members

The board policy reflects a comprehensive, effective process for carrying out elections as called for in its by-laws and conducting an annual meeting that shares year-end results with the public.

- An ad hoc committee of the board, charged with overseeing annual meeting and elections will review the previous year's processes and results and recommend any necessary changes.

## New board member orientation and training

The board orientation and training processes meet state standards and prepare new board members to participate fully in the activities of the board.

- Prior to the January board meeting, the board chair will ask new board members to confirm that they have completed the required MDE training and to reflect with him/her on whether Global's new board member orientation has prepared them to serve. At the January board meeting, the new board members will report to the board on their experience and make recommendations about how to improve the process for the next group of new board members.

## Conduct of board meetings

All board members feel as if they are able to express their views and review necessary information to make decisions in a safe, respectful board environment that operates efficiently and effectively.

- At the August board meeting, the board will review its essential agreements.
- At the January meeting, the board chair will ask board members to comment on the conduct of board meetings, including but not limited to discussion and voting procedures, agenda setting, and time spent on board business-both at board meetings and outside of board meetings.

## Policies

The board will review its policies on a schedule that calls for a review of 1-5 policies per month in order to keep up with changes dictated by state mandate and/or best practices

- The director and the board chair will review the previous year's calendar of policy reviews and propose a schedule for the next year. By-Laws
- The board chair will establish an ad-hoc committee at least every three years to review the by-laws to ensure that they are consistent with state mandated policies and best practice.

## By-Laws

- The board chair will establish an ad-hoc committee at least every three years to review the by-laws to ensure that they are consistent with state mandated policies and best practice.