

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

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

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

Sent to OW - 12/14/2023 | Placed on Website - 12/14/2023

## **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 11/21/23
  - b. APPROVAL: TRM Emergency Board Meeting Minutes 12/07/23
  - c. APPROVAL: Chemical Use and Abuse Policy (Updated w/board recommended edits)

## **VI. PUBLIC COMMENTS**

## **VI. FINANCE COMMITTEE**

- a. November 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. Building Update
4. Advertising Campaign Update
5. ELP Plan Feedback from Osprey Wilds
6. Osprey Wilds Notice of Deficiency Closeout

## **IX. DISCUSSION ITEMS**

1. APPROVAL: Children's House Employee Discount Program
2. Review Articles of Incorporation
3. Review Board of Director's Bylaws
4. Capital Investments
5. Policy Reviews
  - a. Nepotism Policy (Update)
  - b. Purchase of Group Health Insurance Policy (Update)
  - c. Grade Level Enrollment Policy (Update)

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, January 16th, 2024 **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, November 21st, 2023 at 6:00 p.m.

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

Sent to OW - 11/16/2023 | Placed on Website - 11/16/2023

**I. CALL TO ORDER** by Chairperson: Called to order by Chris Castagneri at 6:02pm

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

1. Board Members Present + Declarations: Tim Eilrich, no conflicts, Lydia Skadberg, no conflicts, Brook Blomker, no conflicts, Chris Castagneri, no conflicts
2. Board Members Absent: Nikki Patterson and Josh Green
3. Other Attendees: Antonio Kuklok, ex officio; Anna Nation Director of Teaching and Learning; Addie Washington from Osprey Wilds (arrived at 6:12pm)

## **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: Time Eilrich
    - ii. Seconded: Lydia Skadberg
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL: TRM Regular Board Meeting Minutes 10/16/23
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Tim Eilrich
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - b. APPROVAL: Accept resignation of Cassie Zezulka as a TRM board member
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Tim Eilrich
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - c. APPROVAL: Non-Discrimination Policy (Updated to include pregnancy language)
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Tim Eilrich
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - d. APPROVAL: Board Member Code of Ethics Policy (Updated to include core values language)
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Tim Eilrich
    - iii. Discussion: None

- iv. Vote: Unanimous, Motion Carried
- e. APPROVAL: Board Reflection Policy: (Updated to include core values language)
  - i. Motion to Approve: Lydia Skadberg
  - ii. Motion Seconded: Tim Eilrich
  - iii. Discussion: None
  - iv. Vote: Unanimous, Motion Carried

## **VI. PUBLIC COMMENTS**

None

## **VI. FINANCE COMMITTEE**

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

## **VII. INFORMATION ITEMS**

- 1. Montessori Training with Anna Nation
  - a. Discussion around training requirements. The Director of Teaching and Learning recommends keeping this discussion ongoing and asserts that full AMI/AMS training while teaching is not sustainable and should not be a requirement. She is looking at options and resources to support non-trained teachers in the interim and leaning into connections she has with the Montessori Center of Minnesota and the conversation will be ongoing. The board states their appreciation for the information and for the open communication on this topic.
- 2. Enrollment Update
- 3. Staffing Update
- 4. Building Update including Fire Marshal Inspection Report and MDH Food Inspection Report
- 5. Fall Family Survey Results
- 6. Fall Staff Survey Results

## **IX. DISCUSSION ITEMS**

- 1. APPROVAL: Increase in line of credit from \$75,000.00 to \$200,000.00 with the Bank of Elk River
  - a. Motion to Approve: Tim Eilrich
  - b. Motion Seconded: Lydia Skadberg
  - c. Discussion: None
  - d. Vote: Unanimous, Motion Carried
- 2. APPROVAL: CSDC Lease Amendment
  - a. Motion to Approve: Lydia Skadberg
  - b. Motion Seconded: Brooke Blomker
  - c. Discussion: None
  - d. Vote: Unanimous, Motion Carried

3. OW Site Visit Report
4. OW Board Observation Feedback
5. Policy Reviews
  - a. Credit Card Policy (update)
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Tim Eilrich
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - b. Consent Agenda Policy (New Policy)
    - i. Motion to Approve: Tim Eilrich
    - ii. Motion Seconded: Lydia Skadberg
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - c. Use of Peace Officers and Crisis Teams to Remove Students With IEP's From School Grounds Policy (New Policy, State Mandated; TRM's legal team at Ratwik, Roszak, & Maloney wrote this policy, should go unchanged)
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Brooke Blomker
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - d. Student Data Privacy Policy(New Policy, Authorizer Mandated; TRM's legal team at Ratwik, Roszak, & Maloney wrote this policy, should go unchanged)
    - i. Motion to Approve: Tim Eilrich
    - ii. Motion Seconded: Lydia Skadberg
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried
  - e. Malicious and Sadistic Conduct Policy (New Policy, State Mandated; HR reviewed draft policy and as far as we know, no one has had this policy previously)
    - i. Motion to Approve: Lydia Skadberg
    - ii. Motion Seconded: Brooke Blomker
    - iii. Discussion: None
    - iv. Vote: Unanimous, Motion Carried

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, December 19th, 2023 **6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

## **XI. ADJOURNMENT**

1. Motion to Adjourn: Brooke Blomker
2. Motion Seconded: Lydia Skadberg
3. Discussion: None
4. Vote: Unanimous, Motion Carried meeting ended at 7:12pm

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Emergency Board Meeting Agenda

December 7th, 2023 at 6:30 p.m.

@ Three Rivers Montessori School (Lydia Skadberg online at St. Michael Middle School)

17267 Yale St NW, Elk River, MN 55330

Sent to OW - 12/06/2023 | Placed on Website - 12/06/2023

**I. CALL TO ORDER** by Chairperson: Chris Castagneri at 6:30pm

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

1. Board Members Present + Declarations: Brooke Blomker, no conflicts; Nikki Patterson, no conflicts; Josh Green, no conflicts; Lydia Skadberg, no conflicts; Chris Castagneri, no conflicts
2. Board Members Absent: Tim Eilrich
3. Other Attendees: Anna Nation, Director of Teaching & Learning; Paige Lundeen, Children's House Guide; 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: Brooke Blomker
    - ii. Second: Lydia Skadberg
    - iii. Further Discussion: None
    - iv. Vote: Unanimous, motion carried

## **V. DISCUSSION ITEMS**

1. Opening of Children's House Preschool Program with only lead teacher Paige Lundeen and 4 students who have applied

**Proposal:** Open the Children's House January 2nd as planned with only Paige and no Educational Assistant for the time being. Once we get to 10 students an assistant would be added.

Paige Lundeen at ½ the year salary is: \$26,400.00

W/TRM paid employment benefits she is at: \$30,790.00

3 children registered at the extended day rate of \$1,050.00 to total: \$15,750.00

1 child registered at the school day rate of \$900.00 to total: \$4,500.00

Paige's Salary

-\$30,790.00

Parent fees collected	+\$20,250.00
Equals	<hr/> -\$10,540.00 Deficit

Additional \$20,000.00 to add an assistant w/ full benefits so would need to get to 4 additional children at the extended day rate of \$1,050 for a total of 8 students or 5 students at the school day rate of \$900 for a total of 9 students. We would look at numbers and add an assistant when we can be in the black to do it.

Discussion centers around running at a deficit and the cost versus benefits of starting under the original 10 students we thought we had. Question posed as to where the additional 6 that committed went and clarification was made as to rate being charged as a factor as well as hours of the program.

a. **APPROVAL:**

- i. Motion to approve: Brooke Blomker
- ii. Second: Nikki Patterson
- iii. Further Discussion: None
- iv. Vote: Unanimous, motion carried

2. If approved, stipend agreement for ED for additional enrollment

Discussion around equity of giving the ED a discount without a full discount program for all employees in place. Noted that this is a temporary discount for only the 2023-2024 school year to be included in the motion and the understanding that a tuition discount for all staff will be created and presented to the board no later than the January board meeting. The Director of Teaching & Learning notes that any discount program should not be held private but be public knowledge for all stakeholders. The Executive Director will create a discount plan in collaboration with school leadership that looks at Tiers and equity.

a. **APPROVAL:** Specific motion made - Motion to approve a discounted rate for the Executive Director's child for the 2023-2024 school year.

- i. Motion to approve: Brooke Blomker
- ii. Second: Nikki Patterson
- iii. Further Discussion: None
- iv. Vote: Unanimous, motion carried

**VI. ADJOURNMENT**

- v. Motion to adjourn: Josh Green
- vi. Second: Lydia Skadberg
- vii. Further Discussion: None
- viii. Vote: Unanimous, motion carried



# Chemical Use and Abuse Policy

Date Created: 03/27/2020

Approved By: TRM Board of Directors

Date Approved: 05/01/2020

Date Updated: TBD

## 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 mediation 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.]



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

**Financial Statements**

**November 30, 2023**

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

**Summary of Key Financial Indicators**

- \* Average Daily Membership (ADM) Overview –
  - Original Budget: 167
  - Working Budget: 100
  - Actual: 100
- \* The School's projected deficit for the year is (\$218,198). This would result in a projected cumulative fund balance of \$62,629 or 3% of expenditures at fiscal year-end.

**Financial Statement Key Points**

- \* As of month-end, 41.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$190,889, down from the previous month of \$246,022. This is to be expected now that the bulk of FY23 holdback has been paid back.
- \* Revenues received at end of the reporting period – 41.69%
- \* Expenditures disbursed at end of the reporting period – 34.96%

**Other Items**

- \* 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.
- \* The working budget was adjusted to include preschool assumptions beginning in January.

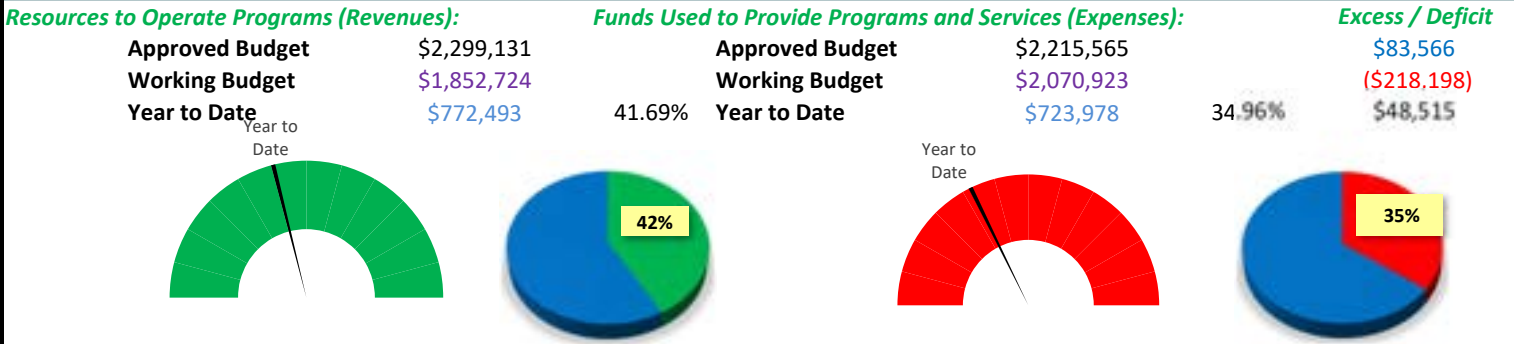
**Supplemental Information (see separate attachments)**

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.*

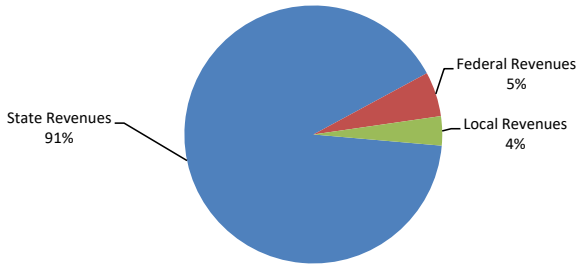
**Three Rivers Montessori  
Elk River, Minnesota  
Financial Statements Dashboard  
As of November 30, 2023**

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

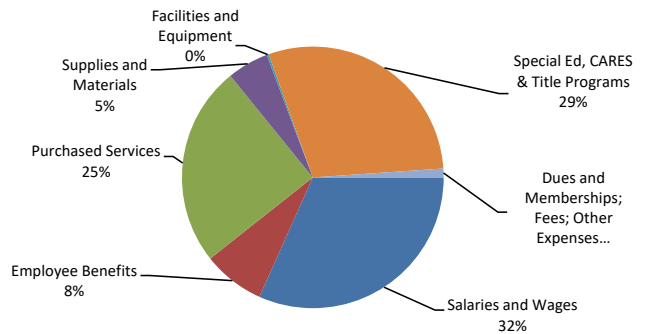


**Budgets for the Year**

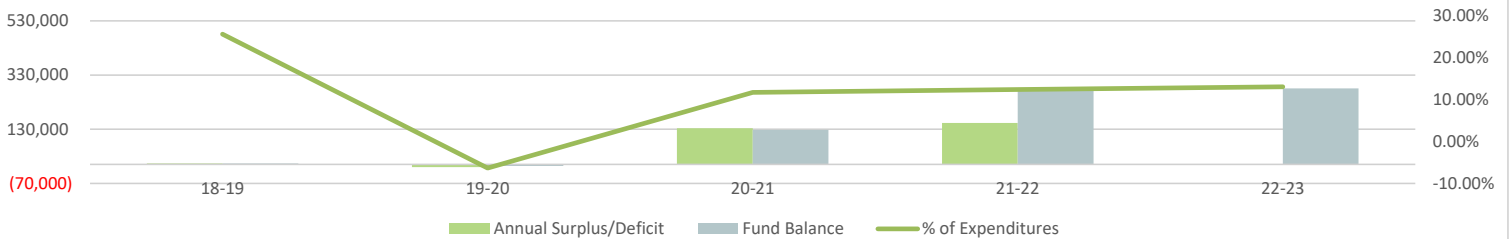
*Where funds will come from to operate the school:*

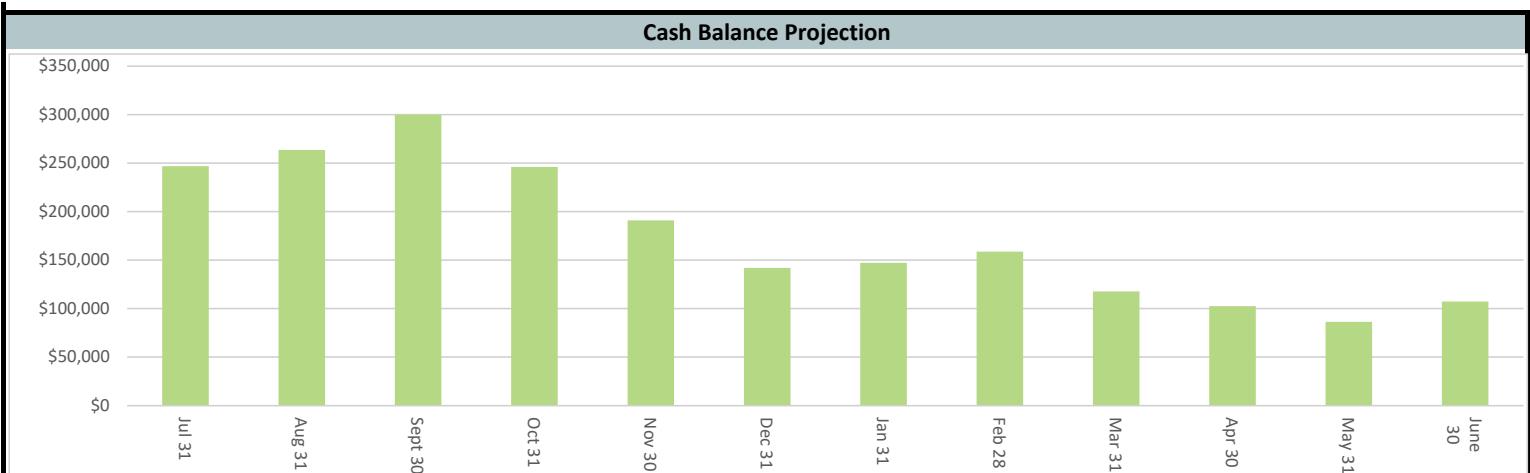
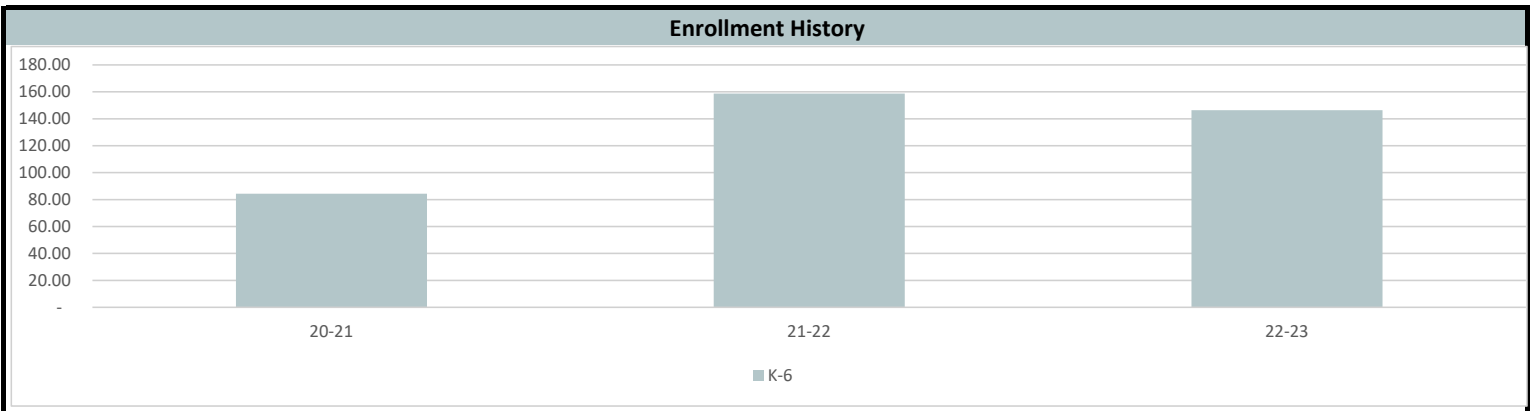
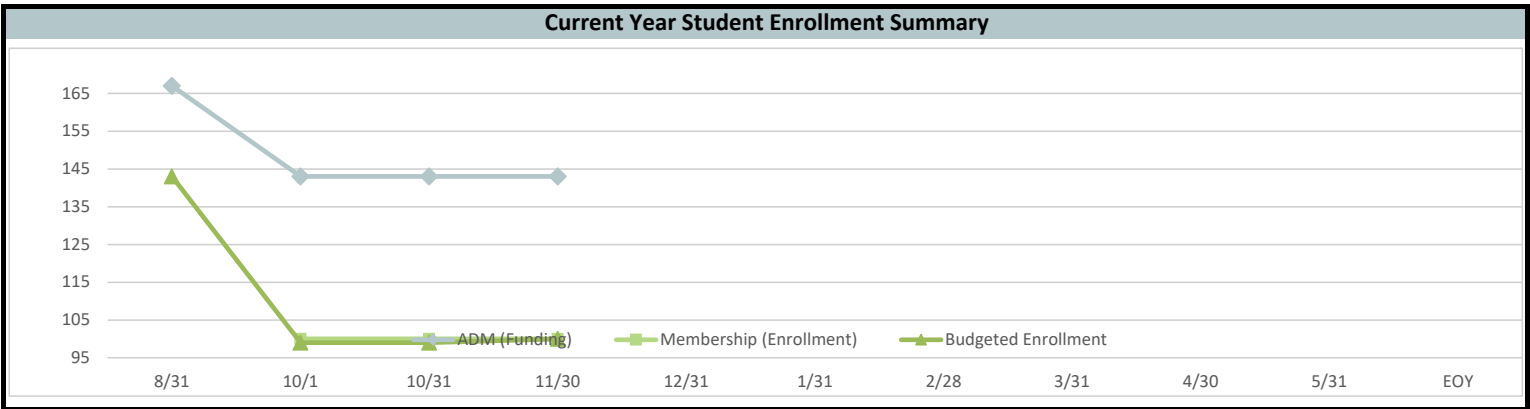
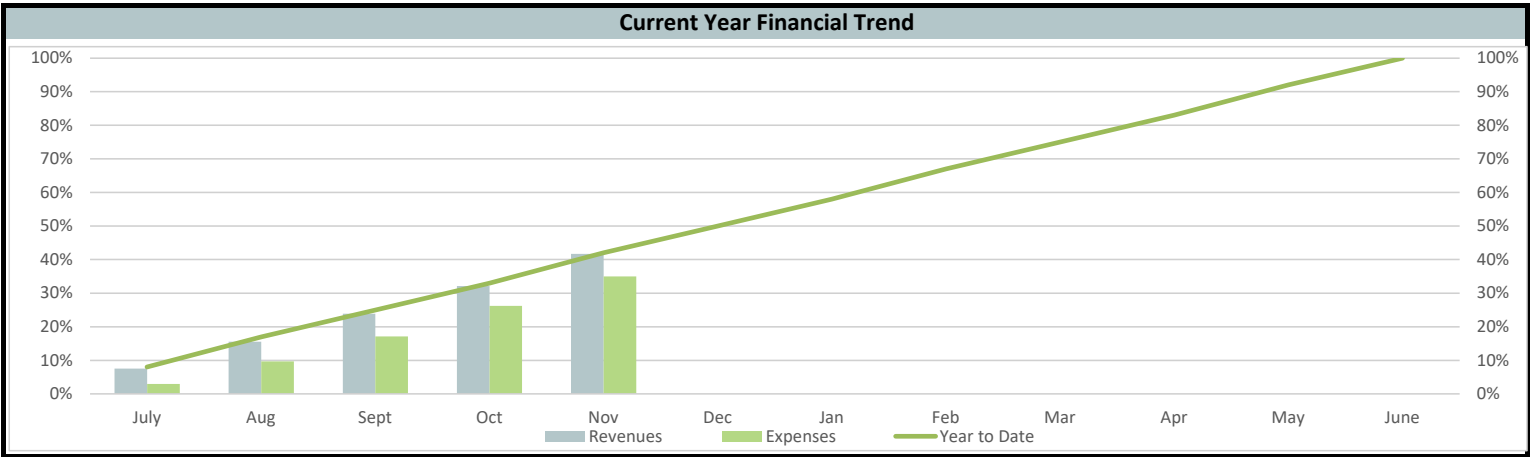


*How the money is budgeted to be spent:*



**Fund Balance History**







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

	Audited Balance 7-1-2023	Month Ending Balance
<b>Assets</b>		
Current Assets		
101 Main Bank	\$ 171,912	\$ 190,889
101 Savings Bank	400	-
115 Accounts receivable	1,327	-
121 State aids receivable	126,116	4,950
Current year state holdback		102,780
122 Federal aids receivable through MDE	50,530	43,755
131 Prepaid expenses	14,397	-
Total all assets	<u>\$ 364,682</u>	<u>\$ 342,374</u>
<b>Liabilities and Fund Balance</b>		
Current Liabilities		
201 Salaries and wages payable	\$ 28,639	\$ 9,924
206 Accounts payable	33,093	-
215 Payroll deductions and contributions payable	19,908	3,109
230 Deferred revenue - lunch accounts	2,215	-
Total liabilities	<u>83,855</u>	<u>13,032</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	-	48,515
Total fund balance	<u>280,827</u>	<u>329,342</u>
Total liabilities and fund balance	<u>\$ 364,682</u>	<u>\$ 342,374</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 November 30, 2023**

	Months to Date		5	41.67%
	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	100	100.00	100.00%
Weighted Average Daily Membership	167.00	100.00	100.00	100.00%
<b>General Fund - 01</b>				
Revenues				
State Revenues				
211 General education aid	1,276,007	892,597	449,120	50.32%
212 Literacy incentive aid	12,811	12,811	4,728	36.90%
201 Endowment fund apportionment	7,243	7,243	4,226	58.34%
348-300 Charter school lease aid	219,438	131,400	-	0.00%
317 Long-term facilities maintenance revenue	22,044	13,200	5,029	38.10%
360 Special education aid	482,089	516,966	100,471	19.43%
343 Library aid	-	19,933	5,983	30.02%
373 Student support aid	-	19,745	5,791	0.00%
071 Medical assistance billing revenue	-	1,000	312	31.18%
999 Prior year over/under accrual	60,000	20,000	-	0.00%
Estimated state holdback	-	-	102,780	
Total state revenues	<u>2,079,632</u>	<u>1,634,896</u>	<u>678,440</u>	<u>41.50%</u>
Federal Revenues				
401 414 Title programs	2,078	17,420	-	0.00%
419 425 Special education aid	27,522	28,155	28,155	100.00%
499 CRF/CARES	12,661	15,600	15,600	100.00%
Total federal revenues	<u>42,262</u>	<u>61,175</u>	<u>43,755</u>	<u>71.52%</u>
Local Revenues				
Deposits without documentation			-	
050 Fees collected	8,245	8,245	3,243	39.33%
096 Gifts and donations	3,521	3,521	-	0.00%
099 Other local revenues	11,138	21,138	10,000	47.31%
621 Sales of materials purchased for resale	1,000	1,000	81	8.10%
Total local revenues	<u>23,904</u>	<u>33,904</u>	<u>13,324</u>	<u>39.30%</u>
<b>Total revenues</b>	<u>\$ 2,145,798</u>	<u>\$ 1,729,975</u>	<u>\$ 735,519</u>	<u>42.52%</u>
Expenditures				
General Fund				
100 Salaries	700,448	595,057	192,532	32.36%
200 Benefits	168,759	147,732	49,842	33.74%
Projected salaries and benefits payable			16,822	
Total salaries, wages, and benefits payable	<u>869,207</u>	<u>742,788</u>	<u>259,195</u>	<u>34.89%</u>
305 Contracted services	214,200	214,200	72,698	33.94%
315 Contracted technology services	2,000	4,000	1,240	31.00%
320 Communications services	5,100	5,100	1,816	35.60%
329 Postage	1,231	1,231	-	0.00%
330 Utilities cost	24,627	24,627	9,634	39.12%
340 Property and liability insurance	15,245	15,245	5,297	34.75%
350 Repairs and maintenance	10,261	20,502	13,057	63.69%
360 Contracted transportation - Field Trips	410	1,000	479	47.85%
366 Travel, conferences and staff training	3,899	13,899	12,915	92.92%
369 Field trips and other student fees	257	1,500	1,186	79.07%
348-370 Building lease cost	258,003	198,003	106,750	53.91%
335 Other rentals and operating leases	3,078	1,020	340	33.33%
380 Computer and tech related hardware rentals	5,131	8,142	4,223	51.86%
401 Supplies - non instructional	19,753	12,100	8,741	72.24%
405 Non instructional software and license fees	8,869	13,400	11,099	82.82%
406 Instructional software and license fees	3,592	3,592	1,944	54.12%
430 Instructional supplies	12,314	7,521	1,028	13.67%
455 Non-instructional technology supplies	7,696	4,701	168	3.57%
456 Instructional technology supplies	1,026	627	300	47.79%
460 Textbooks and workbooks	2,000	1,222	-	0.00%
461 Standardized Tests	1,491	5,031	5,031	99.99%

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		Months to Date		5	41.67%
		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	1,567	985	62.86%
490	Food purchased (not for food service)	3,078	3,078	437	14.18%
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>1,331,482</i>	<i>528,726</i>	<i>39.71%</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	80,294	22.77%
200	Benefits	76,187	84,326	20,289	24.06%
394	Special education fees for services	102,614	102,614	16,664	16.24%
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>117,247</i>	<i>21.55%</i>
Federal Special Education					
303	Federal contracted services < \$25,000	26,373	23,680	23,715	100.15%
366	Travel, conferences and staff training	-	1,789	1,789	99.98%
401	Supplies - non instructional	1,149	-	-	0.00%
405	Non instructional software	-	1,186	1,186	99.98%
433	Individualized instructional materials	-	1,500	1,466	97.71%
<i>Subtotal federal special education expenditures</i>		<i>27,522</i>	<i>28,155</i>	<i>28,155</i>	<i>100.00%</i>
Federal CRF/CARES					
100	Salaries	9,120	13,890	13,889	99.99%
200	Benefits	1,541	1,685	1,685	100.03%
303	Federal contracted services < \$25,000	-	-	-	0.00%
401	Supplies - non instructional	500	25	25	100.08%
433	Individualized instructional materials	1,000	-	-	0.00%
490	Food purchased (not for food service)	500	-	-	0.00%
<i>Subtotal federal CRF/CARES expenditures</i>		<i>12,661</i>	<i>15,600</i>	<i>15,600</i>	<i>100.00%</i>
Subtotal all expenditures		2,052,145	1,936,831	689,728	35.61%
Transfer to food service fund		-	11,342	-	
<b>Total expenditures</b>		<b>\$ 2,052,145</b>	<b>\$ 1,948,173</b>	<b>\$ 689,728</b>	<b>35.40%</b>
<b>General fund net income</b>		<b>\$ 93,653</b>	<b>\$ (218,198)</b>	<b>\$ 45,791</b>	

#### Food Services Fund - 02

Revenues					
300	State revenues	\$ 6,533	\$ 15,000	\$ 6,598	43.99%
400	Federal revenues	\$ 85,170	\$ 40,970	14,741	35.98%
474	USDA commodities received	\$ -	\$ -	-	0.00%
600s	Sales of lunches, breakfasts, and milk	\$ -	\$ -	203	0.00%
Subtotal revenues		91,703	55,970	21,542	38.49%
Transfer from General Fund		-	11,342	-	
<b>Total revenues</b>		<b>\$ 91,703</b>	<b>\$ 67,312</b>	<b>\$ 21,542</b>	<b>32.00%</b>
Expenditures					
100	Salaries	19,000	11,970	4,550	38.01%
200	Benefits	5,611	1,897	689	36.33%
300	Purchased services	1,530	1,530	259	16.93%
401	Supplies and materials	2,052	2,052	879	42.84%
490/495	Food and milk	81,578	49,826	16,512	33.14%
491	Federal commodities used	-	-	-	0.00%
820	Dues, memberships, other fees	-	36	866	0.00%
<b>Total expenditures</b>		<b>\$ 109,772</b>	<b>\$ 67,312</b>	<b>\$ 23,756</b>	<b>35.29%</b>
<b>Food services fund net income</b>		<b>\$ (18,069)</b>	<b>\$ -</b>	<b>\$ (2,214)</b>	

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		Months to Date		5	41.67%
		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	\$ 32,642	15,433	47.28%
40	Preschool fees		\$ 20,250	-	0.00%
	Subtotal revenues	61,630	52,892	15,433	29.18%
	Transfer from General Fund	-	2,545	-	
	<b>Total revenues</b>	<b>\$ 61,630</b>	<b>\$ 55,437</b>	<b>\$ 15,433</b>	<b>27.84%</b>
Expenditures					
100	Salaries	43,782	45,650	9,014	19.75%
200	Benefits	7,971	7,892	1,384	17.53%
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>\$ 55,437</b>	<b>\$ 10,495</b>	<b>18.93%</b>
	<b>Community services fund net income</b>	<b>\$ 7,982</b>	<b>\$ -</b>	<b>\$ 4,938</b>	
<b>Total All Funds</b>					
Revenues					
	State revenues	\$ 2,086,165	\$ 1,649,896	\$ 685,038	41.52%
	Federal revenues	127,432	102,145	58,496	57.27%
	Local revenues	85,535	66,547	28,960	43.52%
	Fund transfers	-	11,342	-	
	<b>Total revenues</b>	<b>\$ 2,299,131</b>	<b>\$ 1,829,929</b>	<b>\$ 772,493</b>	<b>42.21%</b>
Expenditures					
	Salaries and wages	\$ 1,096,419	\$ 1,033,830	\$ 317,101	30.67%
	Employee benefits	260,069	245,946	73,890	30.04%
	Purchased services	677,060	639,104	272,060	42.57%
	Supplies and materials	154,631	113,280	49,897	44.05%
	Facilities and equipment	5,131	5,131	1,038	0.00%
	Dues and memberships; fees; other expenses	20,715	20,751	9,994	48.16%
	Other program costs	-	-	-	0.00%
	<b>Total expenditures</b>	<b>\$ 2,215,565</b>	<b>\$ 2,070,923</b>	<b>\$ 723,978</b>	<b>34.96%</b>
	<b>Total revenues all funds</b>	<b>\$ 2,299,131</b>	<b>\$ 1,852,724</b>	<b>\$ 772,493</b>	<b>41.69%</b>
	<b>Total expenditures all funds</b>	<b>2,215,565</b>	<b>2,070,923</b>	<b>723,978</b>	<b>34.96%</b>
	<b>Net income - all funds</b>	<b>\$ 83,566</b>	<b>\$ (218,198)</b>	<b>\$ 48,515</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>62,629</b>	<b>329,342</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	74,875	6,388	6,506	-	34,538	122,306	59,910	116,314	-	176,224	246,022	
Nov 30	120,187	11,913	4,676	-	1	136,778	65,131	126,780	-	191,911	190,889	
Dec 31	113,459	6,763	5,909	-	-	126,131	65,000	110,000	-	175,000	142,020	
Jan 31	53,444	18,763	5,909	100,000	4,104	182,220	65,000	112,000	-	177,000	147,240	
Feb 28	123,314	6,763	5,909	50,000	580	186,566	65,000	110,000	-	175,000	158,805	
Mar 31	123,215	6,763	5,909	-	-	135,887	65,000	112,000	-	177,000	117,692	
Apr 30	123,215	18,763	5,909	-	13,947	161,834	65,000	112,000	-	177,000	102,527	
May 31	123,215	6,763	5,909	25,000	-	160,887	65,000	112,000	-	177,000	86,414	
June 30	123,215	6,763	5,909	-	100,000	235,887	65,000	100,000	50,000	215,000	107,301	
<b>Totals</b>	1,361,465	89,639	73,094	-	290,328	1,814,526	702,009	1,302,528	-	2,004,536	107,301	
<b>Projected Cash Flow for FY2024-2025</b>												
Jul 31	135,000	5,000	4,000	-	10,000	154,000	34,500	71,908	25,000	131,408	129,893	
Aug 31	135,000	5,000	2,000	-	65,446	207,446	40,000	125,000	25,000	190,000	147,339	
Sept 30	135,000	10,000	7,000	-	37,835	189,835	75,000	125,000	50,000	250,000	87,174	
Oct 31	135,000	20,000	7,000	-	25,223	187,223	75,000	125,000	25,000	200,000	74,397	

Assumptions: 10% State Aid Holdback

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

**Supplemental Information**

**November 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
1521	4266	ERCH	CR1123													
FY24 Deposit 11/7/23				1539	Credit	A	11/07/23	Check	1	1001	MDE					
							4266 R 01 005 000 000	372	071	FY24 SpEd MA IEP					10.50	0.00
														Receipt Total:	\$10.50	\$0.00
														<b>Deposit Total:</b>	<b>\$10.50</b>	<b>\$0.00</b>
1522	4266	ERCH	CR1123													
FY24 Deposit 11/7/23				1540	Credit	A	11/07/23	Wire	1	VOL	Voulnteer Background Chec					
							4266 E 01 005 105 000 000	305		FY24 Background Check					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														<b>Deposit Total:</b>	<b>\$20.00</b>	<b>\$0.00</b>
1523	4266	ERCH	CR1123													
FY24 Deposit 11/7/23				1541	Credit	A	11/07/23	Check	1	PATH	Pathfinders					
							4266 R 04 005 570 000 000	050		FY24 Pathfinders					900.00	0.00
														Receipt Total:	\$900.00	\$0.00
														<b>Deposit Total:</b>	<b>\$900.00</b>	<b>\$0.00</b>
1524	4266	ERCH	CR1123													
FY24 Deposit 11/7/23				1542	Credit	A	11/07/23	Check	1	FOOD	Food Service Pmts					
							4266 R 02 005 770 000 701	606		FY24 Food Service					11.80	0.00
														Receipt Total:	\$11.80	\$0.00
														<b>Deposit Total:</b>	<b>\$11.80</b>	<b>\$0.00</b>
1525	4266	ERCH	CR1123													
FY24 Deposit 11/7/23				1543	Credit	A	11/07/23	Check	1	M	Miscellaneous Customer					
							4266 R 01 005 000 000 000	620		FY24 Bake Sale - Walnut					181.00	0.00
														Receipt Total:	\$181.00	\$0.00
														<b>Deposit Total:</b>	<b>\$181.00</b>	<b>\$0.00</b>
1526	4266	ERCH	CR1123													
FY24 Deposit 11/7/23				1544	Credit	A	11/07/23	Check	1	M	Miscellaneous Customer					
							4266 R 01 005 000 000 000	050		FY24 Field Trips					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
														<b>Deposit Total:</b>	<b>\$60.00</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
1527	4266	ERCH	CR1123													
FY24 Cobra Dep 11/8/23				1545	Credit	A	11/08/23	Check	1	M						
							4266 B 01 215 017			Miscellaneous Customer						
										FY24 Cobra HSA					834.69	0.00
Receipt Total:														\$834.69	\$0.00	
<b>Deposit Total:</b>														<b>\$834.69</b>	<b>\$0.00</b>	
1528	4266	ERCH	CR1123													
FY24 SERVS FS Dep 11/9/23				1546	Credit	A	11/09/23	Wire	1	1001	MDE					
							4266 R 02 005 770 000 710 471			FY24 Supply Chain Asst Fund						
															8,823.02	0.00
Receipt Total:														\$8,823.02	\$0.00	
<b>Deposit Total:</b>														<b>\$8,823.02</b>	<b>\$0.00</b>	
1529	4266	ERCH	CR1123													
IDEAS Pymt 11/15/23				1547	Credit	A	11/15/23	Wire	1	1001	MDE					
							4266 R 01 005 000 000 000 211			FY24 General Education Char						
															56,797.67	0.00
Receipt Total:														\$56,797.67	\$0.00	
<b>Deposit Total:</b>														<b>\$56,797.67</b>	<b>\$0.00</b>	
1530	4266	ERCH	CR1123													
FY24 SERVS FS Dep 11/16/23				1548	Credit	A	11/16/23	Wire	1	1001	MDE					
							4266 R 02 005 770 000 701 471			FY24 Regular Lunch					385.60	0.00
							4266 R 02 005 770 000 705 476			FY24 Breakfast					1,058.94	0.00
							4266 R 02 005 770 000 701 472			FY24 Free-Reduced Lunch					1,645.70	0.00
							4266 R 02 005 770 000 705 300			FY24 State Breakfast					851.70	0.00
							4266 R 02 005 770 000 701 300			FY24 State Lunch					2,186.19	0.00
Receipt Total:														\$6,128.13	\$0.00	
<b>Deposit Total:</b>														<b>\$6,128.13</b>	<b>\$0.00</b>	
1531	4266	ERCH	CR1123													
FY24 Deposit 11/17/23				1549	Credit	A	11/17/23	Check	1	PATH	Pathfinders					
							4266 R 04 005 570 000 000 050			FY24 Pathfinders						
															900.00	0.00
Receipt Total:														\$900.00	\$0.00	
<b>Deposit Total:</b>														<b>\$900.00</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
1532	4266	ERCH	CR1123													
FY24 Deposit 11/17/23				1550	Credit	A	11/17/23	Check	1	M						
							4266	R	01	005	000	000	000	050		
										Miscellaneous Customer						
										FY24 GenEd - Copier					50.00	0.00
Receipt Total:														\$50.00	\$0.00	
<b>Deposit Total:</b>														<b>\$50.00</b>	<b>\$0.00</b>	
1533	4266	ERCH	CR1123													
IDEAS Pymt 11/30/23				1551	Credit	A	11/30/23	Wire	1	1001	MDE					
							4266	B	01	121	000					
										FY23 General Education Char					1.46	0.00
							4266	R	01	005	000	000	000	211		
										FY24 General Education Char					2,289.79	0.00
							4266	R	01	005	000	000	740	360		
										FY24 Special Ed Charter					36,530.78	0.00
							4266	R	01	005	000	000	000	317		
										FY24 Lt Fac Maint Charter					5,029.14	0.00
							4266	R	01	005	000	000	343	300		
										FY24 School Library Aid Chart					5,983.11	0.00
							4266	R	01	005	000	000	373	300		
										FY24 Student Support Charter					5,791.05	0.00
							4266	R	01	005	000	000	312	300		
										FY24 Literacy Incentive Chart					4,727.70	0.00
Receipt Total:														\$60,353.03	\$0.00	
<b>Deposit Total:</b>														<b>\$60,353.03</b>	<b>\$0.00</b>	
1534	4266	ERCH	CR1123													
FY24 JMC Deposits - November				1552	Credit	A	11/30/23	Check	1	PATH	Pathfinders					
							4266	R	04	005	570	000	000	050		
										FY24 Pathfinders						
															1,632.00	0.00
Receipt Total:														\$1,632.00	\$0.00	
<b>Deposit Total:</b>														<b>\$1,632.00</b>	<b>\$0.00</b>	
1535	4266	ERCH	CR1123													
FY24 Square Deposits - November				1553	Credit	A	11/14/23	Check	1	M	Miscellaneous Customer					
							4266	R	01	005	000	000	000	050		
										FY24 Field Trips						
															80.00	0.00
Receipt Total:														\$80.00	\$0.00	
FY24 Square Dep - November				1554	Debit	A	11/14/23	Check	1	M	Miscellaneous Customer					
							4266	E	01	005	112	000	000	305		
										FY24 Square Deposit Fees					(4.12)	0.00
Receipt Total:														(\$4.12)	\$0.00	
<b>Deposit Total:</b>														<b>\$75.88</b>	<b>\$0.00</b>	
Report Total:														\$136,777.72	\$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	Print	Recon	Void	Pay/Void		Amount
												Date		
ERCH		3728		Wire	1	1034	Minnesota Department of Revenue		No	Yes	No	11/15/2023		1,390.97
ERCH		3729		Wire	1	1035	PERA		No	Yes	No	11/15/2023		1,997.14
ERCH		3730		Wire	1	1036	TRA		No	Yes	No	11/15/2023		4,841.06
ERCH		3731		Wire	1	1037	IRS		No	Yes	No	11/15/2023		8,975.66
ERCH		3732		BP	1	1022	The McDowell Agency, Inc.		No	Yes	No	11/16/2023		283.00
ERCH		3733		BP	1	1030	Navigate Care Consulting		No	Yes	No	11/16/2023		45.00
ERCH		3734		BP	1	1049	The Hartford		No	Yes	No	11/16/2023		480.73
ERCH		3735		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	11/16/2023		1,860.00
ERCH		3736		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	11/16/2023		278.25
ERCH		3737		BP	1	1063	Designs for Learning		No	Yes	No	11/16/2023		26,250.00
ERCH		3738		BP	1	1065	Charter Communications		No	Yes	No	11/16/2023		322.93
ERCH		3739		BP	1	1070	Ace Solid Waste, Inc.		No	Yes	No	11/16/2023		263.95
ERCH		3740		BP	1	1071	Nardini Fire Equipment		No	Yes	No	11/16/2023		556.00
ERCH		3741		BP	1	1071	Nardini Fire Equipment		No	Yes	No	11/16/2023		462.00
ERCH		3742		BP	1	1089	Rebecca McMullen		No	Yes	No	11/16/2023		300.00
ERCH		3743		BP	1	1137	OTIS Elevator Company		No	Yes	No	11/16/2023		838.44
ERCH		3744		BP	1	1165	CenterPoint Energy		No	Yes	No	11/16/2023		278.48
ERCH		3745		BP	1	1215	LISA'S CATERING CORP		No	Yes	No	11/16/2023		7,148.58
ERCH		3746		BP	1	1237	Buisness Essentials		No	Yes	No	11/16/2023		132.81
ERCH		3747		BP	1	1245	Integrative Therapy		No	Yes	No	11/16/2023		782.50
ERCH		3748		BP	1	1246	Yale Mechanical		No	Yes	No	11/16/2023		1,219.65
ERCH		3749		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	11/16/2023		210.00
ERCH		3750		BP	1	1266	ECM Publishers Inc		No	Yes	No	11/16/2023		300.00
ERCH		3751		BP	1	1267	Keys to Communication		No	Yes	No	11/16/2023		3,611.25
ERCH		3752		BP	1	1270	Entourage Yearbooks		No	Yes	No	11/16/2023		100.00
ERCH		3753		Wire	1	1017	The Bank of Elk River		No	Yes	No	11/30/2023		10.00
ERCH		3754		Wire	1	1023	The Hanover Insurance Group		No	Yes	No	11/30/2023		1,059.82
ERCH		3755		Wire	1	1048	Charter Schools Development Corp		No	Yes	No	11/30/2023		21,350.08
ERCH		3756		Wire	1	1059	jmc		No	Yes	No	11/30/2023		16.97
ERCH		3757		Wire	1	1084	Health Partners		No	Yes	No	11/30/2023		6,720.28
ERCH		3758		Wire	1	1087	MN UI Fund		No	Yes	No	11/30/2023		705.00
ERCH		3759		Wire	1	1097	TSYS		No	Yes	No	11/30/2023		334.07
ERCH		3760		Wire	1	1141	Alerus		No	Yes	No	11/30/2023		100.00
ERCH		3761		Wire	1	1141	Alerus		No	Yes	No	11/30/2023		100.00
ERCH		3762		Wire	1	1141	Alerus		No	Yes	No	11/30/2023		2.75
ERCH		3763		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	11/30/2023		266.20
ERCH		3764		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	11/30/2023		818.79
ERCH		3765		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	11/30/2023		253.25
ERCH		3766		Wire	1	1219	KPAY TLM		No	Yes	No	11/30/2023		194.00

### 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			Amount	
									Print	Recon	Void		Date
ERCH		3767		Wire	1	1229	Bill.com		No	Yes	No	11/30/2023	99.34
ERCH		3768		Wire	1	1231	Iron Mountain		No	Yes	No	11/30/2023	156.22
ERCH		3771		BP	1	1030	Navigate Care Consulting		No	Yes	No	11/30/2023	90.00
ERCH		3772		BP	1	1063	Designs for Learning		No	Yes	No	11/30/2023	213.75
ERCH		3773		BP	1	1063	Designs for Learning		No	Yes	No	11/30/2023	945.00
ERCH		3774		BP	1	1082	Colonial Life		No	Yes	No	11/30/2023	279.84
ERCH		3775		BP	1	1189	Amazon Capital Services		No	Yes	No	11/30/2023	289.99
ERCH		3776		BP	1	1214	Lamination Depot Inc		No	Yes	No	11/30/2023	103.86
ERCH		3777		BP	1	1224	Nordvik's Photography & Video LLC		No	Yes	No	11/30/2023	66.00
ERCH		3778		BP	1	1226	Canon Financial Services Inc		No	Yes	No	11/30/2023	695.75
ERCH		3779		BP	1	1227	Minnesota Historical Society		No	Yes	No	11/30/2023	256.00
ERCH		3780		BP	1	1233	BerganKDV		No	Yes	No	11/30/2023	5,250.00
ERCH		3781		BP	1	1245	Integrative Therapy		No	Yes	No	11/30/2023	1,080.60
ERCH		3782		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	11/30/2023	2,438.34
ERCH		3783		BP	1	1263	Universal Cleaning Services Inc		No	Yes	No	11/30/2023	448.28
ERCH		3784		BP	1	1266	ECM Publishers Inc		No	Yes	No	11/30/2023	146.10
ERCH		3785		Wire	1	1034	Minnesota Department of Revenue		No	No	No	11/30/2023	1,364.66
ERCH		3786		Wire	1	1035	PERA		No	No	No	11/30/2023	2,569.52
ERCH		3787		Wire	1	1036	TRA		No	No	No	11/30/2023	4,299.07
ERCH		3788		Wire	1	1037	IRS		No	No	No	11/30/2023	8,762.99
ERCH		3789		Wire	1	1234	Divvy		No	Yes	No	11/02/2023	1,285.63
ERCH		3790		Wire	1	1234	Divvy		No	Yes	No	11/16/2023	954.43
ERCH		3769	1127	Check	1	1243	PELSB		Yes	Yes	No	11/08/2023	90.25
ERCH		3770	1128	Check	1	1042	Minnesota Department of Health		Yes	Yes	No	11/24/2023	35.00

Bank Total: \$126,780.23

Report Total: \$126,780.23



# December 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. No openings for Employment, we are fully staffed
  - a. Recently hired and started Breanna Cox as school social worker, Abby Humphreys as a new paraprofessional, and Ameryst Schuh as a new EA



## BUILDING UPDATE

- Water bottle stations being upgraded to add filters as they have never had filter systems before, Universal Cleaning working to install in upper and lower level water bottle stations
- In need of new walkies as the ones originally purchased are dying one by one and new batteries are not working in them once they are dead; need roughly 8k to 10k to fill this need
- Donations for preschool friendly playground items needed, items such as plastic play sets (kitchens etc.), balls, and preschool toys

# STREAMING AUDIO

APG ECM - Elk River

Three Rivers Montessori

Streaming Audio - Streaming Audio

October 01, 2023 - November 30, 2023

Impressions

**33,178**

Completions

**32,526**

**98.03%**



Now Enrolling

Impressions

**33,178**

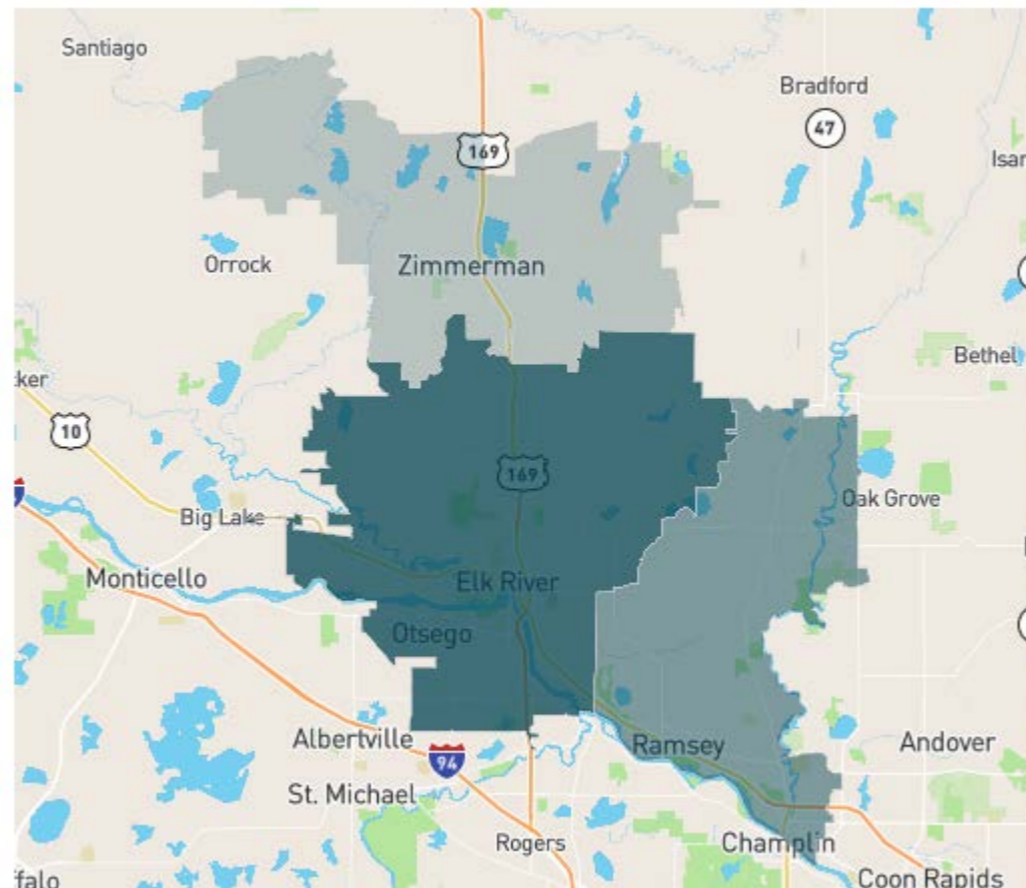
Completion Rate

**98.03%**

## Top Placements

Placement	Completion Rate
audioboom.com	95.44%
idobi.com	98.15%
podcastone.com	99.31%
sonos.com	99.97%
com.apple.podcasts	97.91%
com.clearchannel.iheartradio	98.00%
audacy.com	100.00%
iheart.com	99.50%
Spotify Music	93.44%
iHeartRadio - Music & Radio	99.19%

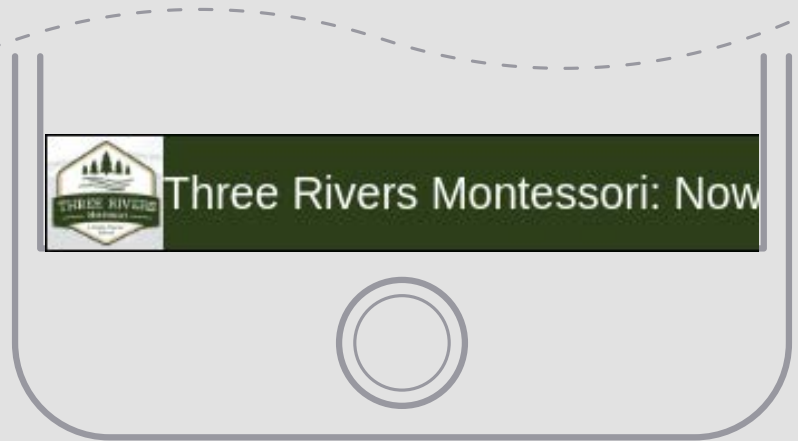
## Target Geography



## Top Cities

Place	Impressions
Elk River, Minnesota	15,984
Anoka, Minnesota	14,205
Zimmerman, Minnesota	2,936
Ramsey, Minnesota	53

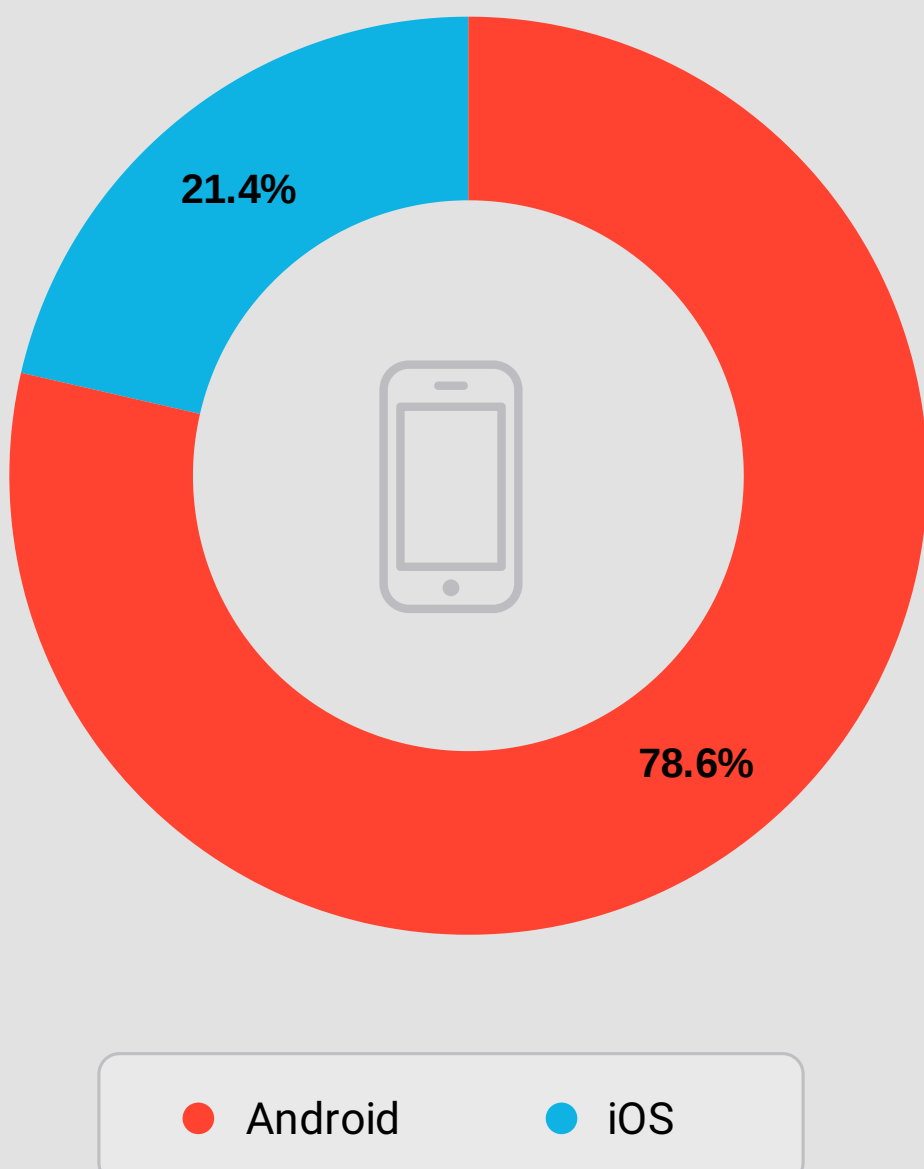
### AdMessages Preview



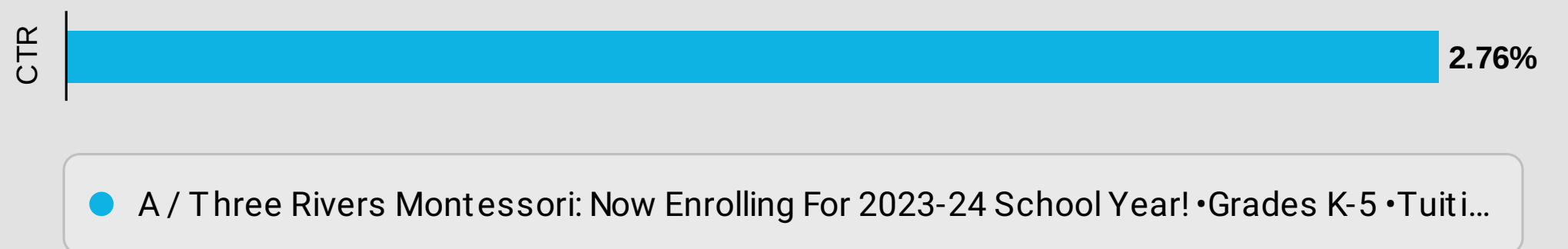
"Three Rivers Montessori: Now Enrolling For 2023-24 School Year! •Grades K-5 •Tuition Free •Bus Service Available TAP HERE to learn more!"

Impressions: <b>60,689</b>	Taps: <b>1,676</b>	CTR: <b>2.76%</b>	Exposure: <b>299h 49m</b>
----------------------------	--------------------	-------------------	---------------------------

### OS Split

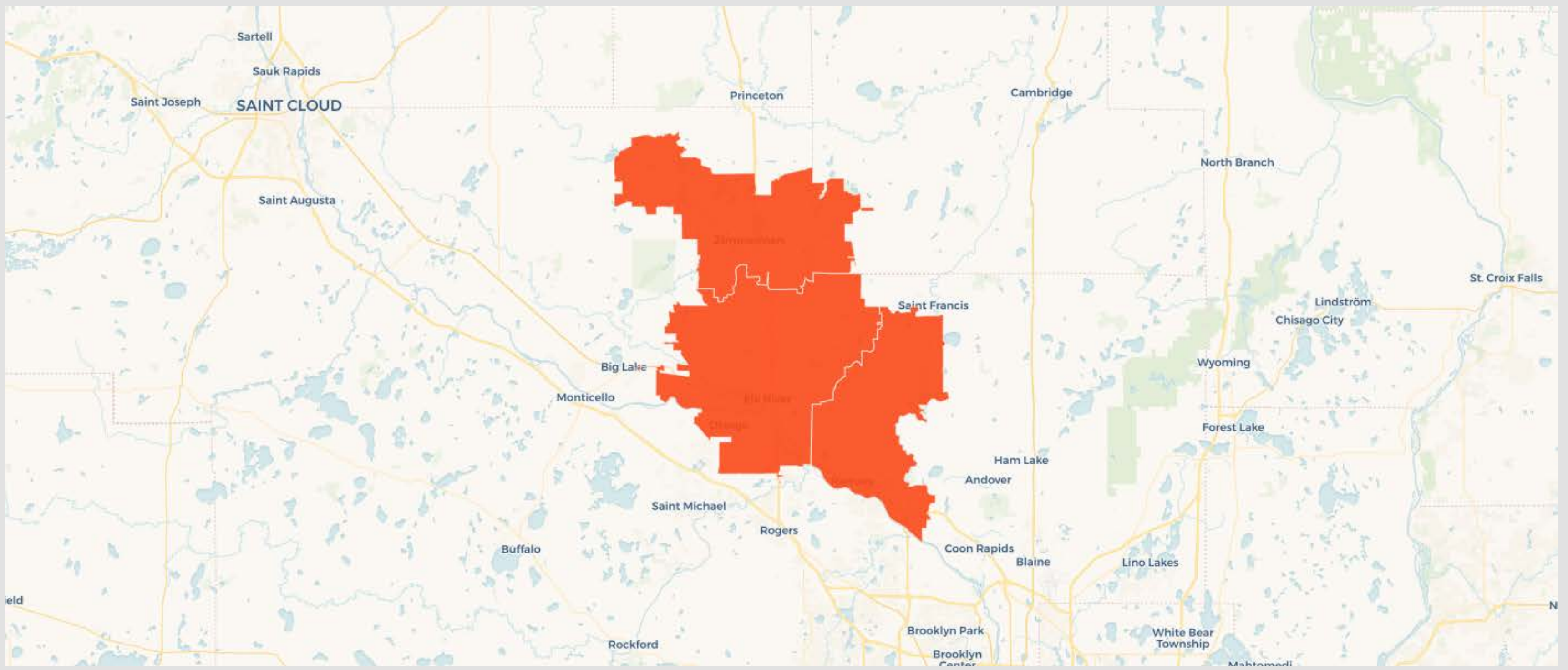


### Best Performing AdMessage

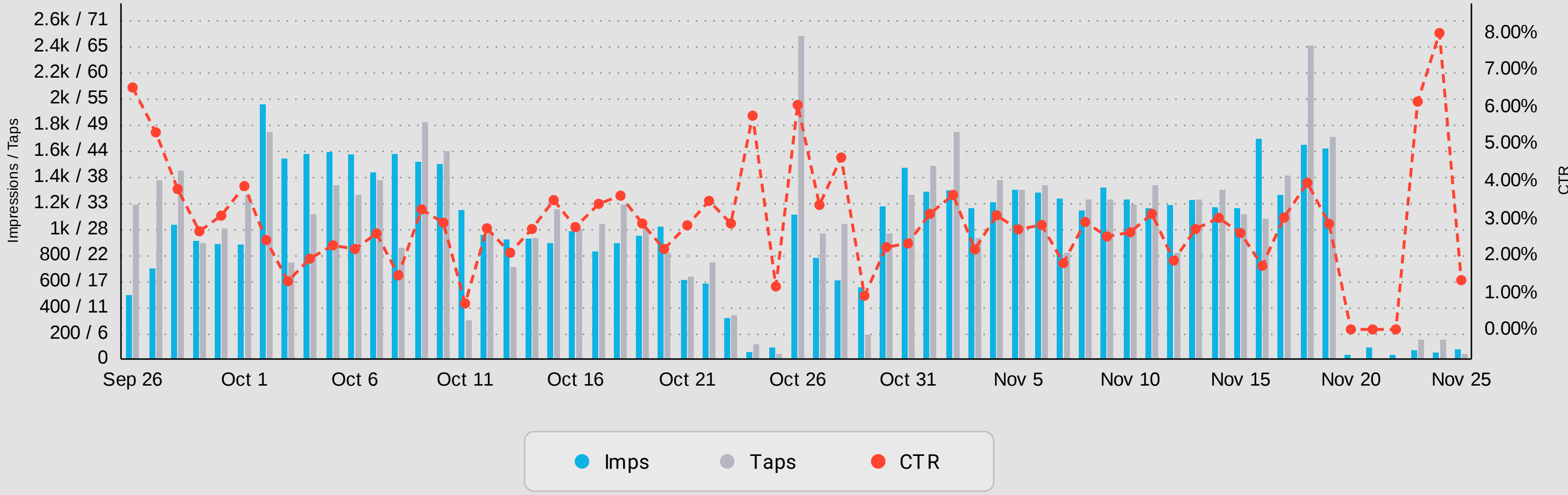


Shortcode	Impressions	Taps	Exposure
A	60,689	1,676	299h 49m

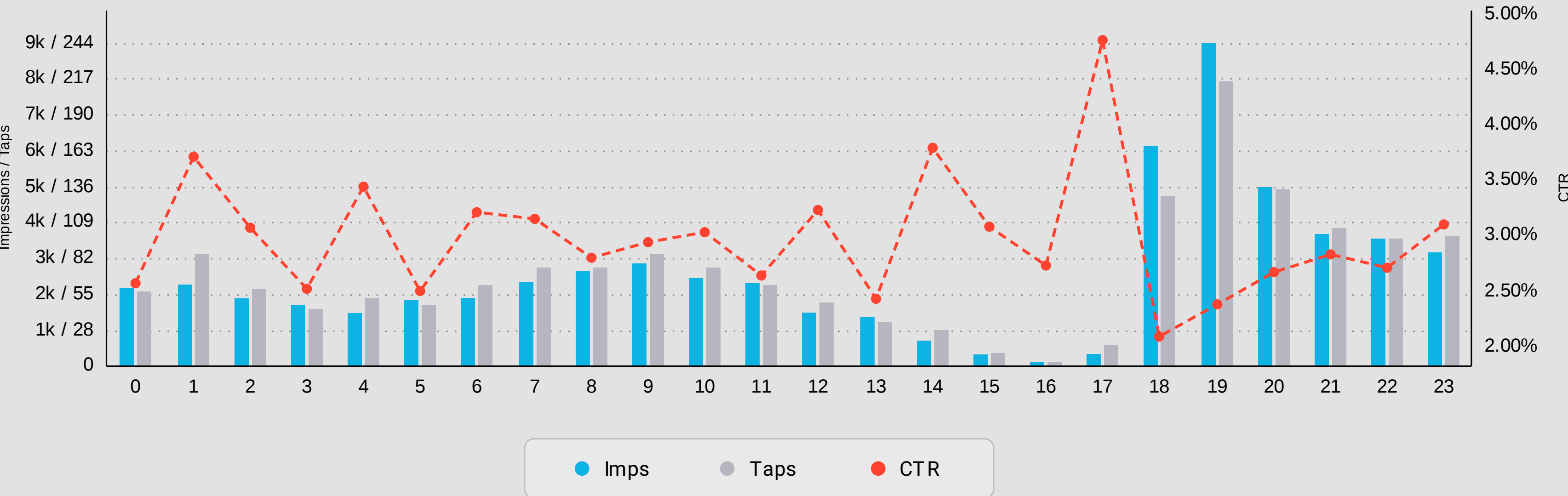
### ZIP Code HeatMap



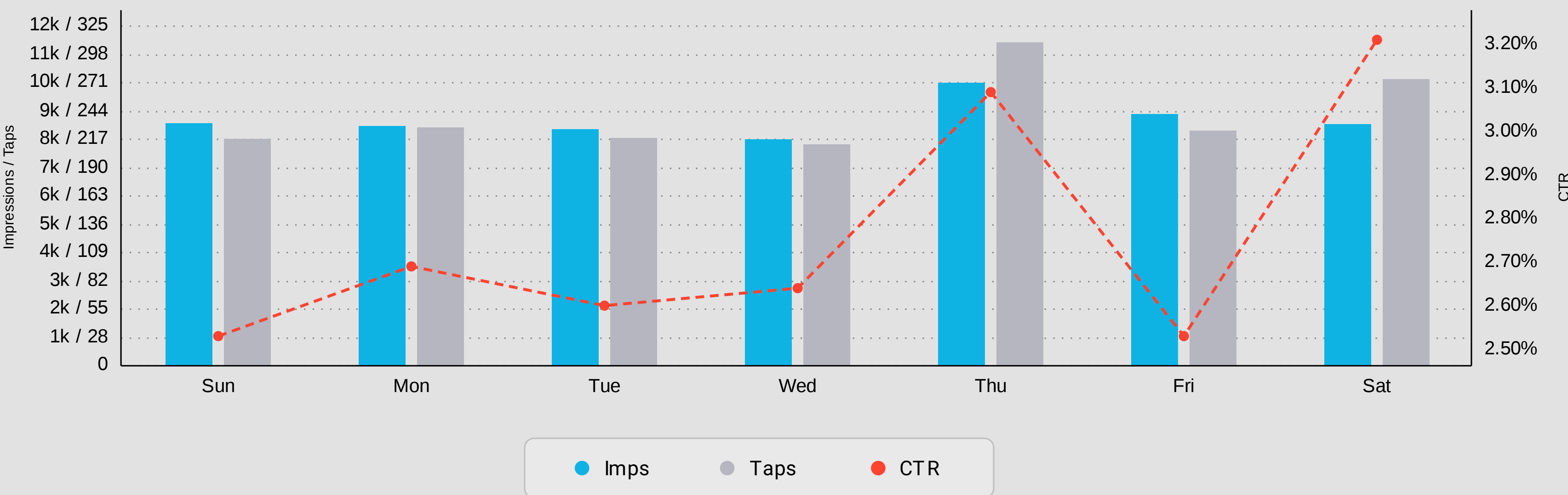
### Overall



### Hourly



### Daily



**Exhibit H: Environmental Education Goals**

**EE Performance Indicator 1: Awareness**

Goal: Students at Three Rivers Montessori have the awareness, or are increasing their awareness, of the relationship between the environment and human life as measured by curriculum-based measures across the contract period.

Strategy:	All TRM students study the relationships between plants, animals and humans at varying degrees in the K/1, E1 and E2 classrooms. At the Kindergarten level students study how human beings and plants depend on each other by meeting each other's needs for oxygen and carbon dioxide. Children learn the parts of the plant and the function of each part as well as basic human needs. At the E1 level students explore how the earth provides natural resources used by humans such as wood, oil, coal and water which have been used for many years to provide warmth, electricity and transportation for humans. In the E2 classroom students explore more deeply the connection between humans and their environment as well as how these resources have been used throughout history for the advancement of civilizations. Students develop an appreciation for the ingenuity of their ancestors and a reverence for what the earth has provided.		
Evaluation Method:	At the K/1 level, 90% of students across three classrooms of K/1 students are able to correctly verbally identify and label the parts of the plant. To answer correctly, students will be able to say the part aloud to the teacher and place the correct label for each part.		
Results:			
Rating:			

**EE Performance Indicator 2: Knowledge**

Goal: Students at School Name have the knowledge, or are increasing their knowledge, of human and natural systems and processes as measured by curriculum-based measures across the contract period.

Strategy:	Students in the 2nd/3rd classroom study the work of water on the earth. This begins by studying liquids (how liquids flow and how liquids take the shape of their container), then students study the parts of the river, how a river flows and finally construct their own model which illustrates erosion! Students label the parts and explain how erosion works by demonstrating layers of sediment with the model as a variety of colors of "sand" are washed down the river making deposits in the basin.		
Evaluation Method:	90% of 2nd/3rd Grade students can correctly identify the parts of the river as presented as well as explain the process of erosion when asked by the teacher.		
Results:			
Rating:			

**EE Performance Indicator 3: Attitudes**

Goal: Students at this School have an attitude, or are increasing their attitude of, appreciation and concern for the environment as measured by curriculum-based measures across the contract period.

Strategy:	Students in the E2 Classrooms (Grades 4-6) will work to create a public service announcement of their choosing that they will present to the E1 and K/1 students. The public service announcement will highlight the importance and impacts of recycling and/or use of sustainable practices in relation to their impacts on our local and global environments.		
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Evaluation Method:	The E2 teacher will collect observational data and verify completion of the project and dissemination of the public service announcement to the lower grade levels. 90% of the students will complete the project and present it.		
Results:			
Rating:			

**EE Performance Indicator 4: Skills**

Goal: Students at this school have or are increasing their problem solving and critical thinking skills as it relates to the environment and human life as measured by curriculum-based measures across the contract period.

Strategy:	Students in the E1 (1-3) classes will research, plan, and build a solar oven. They will learn about the impact of Solar energy on the environment and how solar energy can be used in various ways. The project will culminate with a smores cooking activity where they will use their solar ovens to cook a smores in the Spring sun.		
Evaluation Method:	90% of E1 students will create a solar oven individually or in a small group and use it to cook an item.		
Results:			
Rating:			

**EE Performance Indicator 5: Action**

Goal: Students at at this school demonstrate the capacity, or are increasing their capacity, to work individually and collectively toward sustaining a healthy natural environment as measured by curriculum-based measures across the contract period.

Strategy:	Students in the E2 classrooms at TRM will participate in rainwater harvesting. Rain barrels will be set up on the school grounds and the E2 students will collect rainwater to use for our indoor plants and outside garden beds.		
Evaluation Method:	A collection report will be completed by TRM E2 students throughout the spring. The report will include how much water was collected, by whom, and how it was used. The number of TRM E2 students that have participated in this activity will be at least 75% of students.		
Results:			
Rating:			



**OSPREY WILDS • CHARTER SCHOOL DIVISION**

**1730 New Brighton Blvd, Suite 104, PMB 196 • Minneapolis, MN 55413  
(612) 331-4181**

The authorizing mission of Osprey Wilds is to ensure quality academic and environmental literacy outcomes for Minnesota students through effective charter school authorizing.

November 15, 2023

Board of Directors  
c/o Chris Castagneri, Board Chair,  
Antonio Kuklok, Director  
Three Rivers Montessori  
17267 Yale Street Northwest  
Elk River, Minnesota 55330, United States

**Re: FY24 Environmental Literacy Plan**

Dear Board of Directors of Three Rivers Montessori and Antonio,

Thank you for submitting the school's SY 2023-24 Environmental Literacy Plan (ELP). The ELP meets OW requirements and is approved. Please use this plan to guide the school's environmental education program throughout the school year.

At the end of this school year, Three Rivers Montessori will be required to report on progress toward its contractual goals using this implementation plan. Please ensure that teachers and school leaders are using this plan to track and report on students' environmental literacy, and board members are tracking progress toward the school's contractual goals.

If during the course of the year you find that changes to the plan are needed, please don't hesitate to contact me at [washington@ospreywilds.org](mailto:washington@ospreywilds.org). Please let me know if you have any other questions.

Sincerely,

A handwritten signature in black ink that reads "Addie Washington". The signature is written in a cursive, flowing style.

Addie Washington  
Environmental Education Evaluator  
Osprey Wilds

Attached: Approved SY 2023-2024 Environmental Literacy Plan

cc: Antonio Kuklok, TRM Environmental Education Coordinator



**OSPREY WILDS • CHARTER SCHOOL DIVISION**

**1730 New Brighton Blvd, Suite 104, PMB 196 • Minneapolis, MN 55413  
(612) 331-4181**

The authorizing mission of Osprey Wilds is to ensure quality academic and environmental literacy outcomes for Minnesota students through effective charter school authorizing.

November 30, 2023

Three Rivers Montessori  
Board of Directors  
Chris Castagneri, Board Chair  
Antonio Kuklok, Executive Director  
17267 Yale St NW  
Elk River, MN 55330

Dear Board of Directors of Three Rivers Montessori, Chris, and Antonio,

On August 9, 2022 the Osprey Wilds Environmental Learning Center (Osprey Wilds or OW) issued a formal Notice of Deficiency – Intervention Level 2 – to Three Rivers Montessori (TRM) as a result of “Significant failure to comply with applicable law or the conditions of the charter contract.” Specifically, the school failed to conduct criminal history background checks prior to employment in violation of MN Stat §123B.03, OW-TRM’s contract Article VIII, Section 8.1 (b), as well as section IV. g of TRM’s hiring policy. In addition, the school failed to address improper behavior by a TRM employee in a timely manner and failed to provide a secure location for all students in a lockdown drill.

TRM submitted its response to the required actions contained in the August 2022 Notice of Deficiency on September 4 and September 5, 2022. On September 15, 2022 Osprey Wilds provided a status update to the school regarding the requirements of the Notice of Deficiency.

The Notice of Deficiency states, “This Notice of Deficiency will remain in force for at least one year following the point at which the school can verify that all staff, service providers, board members, and volunteers have background checks on file and longer if this status lapses at any point thereafter.” In site visits on December 7, 2022, May 3, 2023, and October 10, 2023 Osprey Wilds staff verified that all TRM staff, service providers, board members, and volunteers have background checks on file.

As a result of the school’s actions documented in the September 15, 2022 status update and the demonstrating compliance with statute, the charter contract, and its own policy regarding background checks, the Notice of Deficiency is considered closed. Osprey Wilds expects the school will continue to appropriately monitor its contractual requirements and statutory obligations with regard to this and related matters.

Thank you for your attention to this matter. I appreciate the work your team is doing to serve students and families in Elk River and at Three Rivers Montessori.

Sincerely,

A handwritten signature in blue ink that reads "Erin E. Anderson". The signature is written in a cursive style with a large initial 'E'.

Erin E. Anderson  
Director of Charter School Authorizing

cc: Emily Edstrom Moore, Authorizing Specialist, Osprey Wilds Charter School Division

# TRM Children's House Employee Discount Program



Employee Discount Tiers for the Children's House program follow. There are three tiers which cover all designations of TRM employees including, licensed staff, non-licensed salaried staff, and hourly full time staff. Part time staff do not qualify for employee discount benefits in the Children's House, they may seek reduction in cost through CCAP opportunities.

# Licensed Staff Employee Discount Tiers

	<b><u>Tier 1</u> Licensed Staff</b>	<b><u>Tier 2</u> Licensed Staff</b>	<b><u>Tier 3</u> Licensed Staff</b>	<b><u>Tier 4</u> Licensed Staff and/or AMI/AMS certification</b>
<b>Child 1 Discount</b>	40% Discount	60% Discount	80% Discount	100% Discount
<b>Additional Children</b>	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled

Notes:

1. Children must be staff members biological, legal foster child, step child, legally adopted child(ren) or their legal guardian
2. Montessori Certification must be provided for employee's file before discount applies
3. Administration will determine licensure Tiers based on the state reporting website:  
<https://public.education.mn.gov/LicenseLookup/educator>
4. This discount applies while staff are actively employed with TRM, the discount ends immediately upon separation of employment from TRM by either party

# Non-Licensed Salaried Staff Employee Discount Tiers

(ie. Dir. of Ops., behavior Interventionist)

	<b><u>Years 1-3 w/TRM</u></b> (Benefit applies after completion of year 1)	<b><u>Years 4-6 w/TRM</u></b> (Benefit applies after completion of year 3)	<b><u>Years 7-9 w/TRM</u></b> (Benefit applies after completion of year 6)	<b><u>Years 10+ w/TRM</u></b> (Benefit applies after completion of year 9)
<b>Child 1 Discount</b>	40% Discount	60% Discount	80% Discount	100% Discount
<b>Additional Children</b>	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled

Notes:

1. Children must be staff members biological, legal foster child, step child, legally adopted child(ren) or their legal guardian
2. Years of Service must be continuous unless you are interrupting employment with TRM to work towards Montessori certification or a teaching license/higher Tiered license, or education related to a shift within the TRM organization
3. This discount applies while staff are actively employed with TRM, the discount ends immediately upon separation of employment from TRM by either party

# Hourly Full Time Staff Employee Discount Tiers

	<u>Years 1-3 w/TRM</u> (Benefit applies after completion of year 1)	<u>Years 4-6 w/TRM</u> (Benefit applies after completion of year 4)	<u>Years 7-9 w/TRM</u> (Benefit applies after completion of year 10)	<u>Years 10+ w/TRM</u> (Benefit applies after completion of year 15)
<b>Child 1 Discount</b>	40% Discount	60% Discount	80% Discount	100% Discount
<b>Additional Children</b>	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled	20% Discount for all additional children enrolled

Notes:

1. Children must be staff members biological, legal foster child, step child, legally adopted child(ren) or their legal guardian
2. Years of Service must be continuous unless you are interrupting employment with TRM to work towards Montessori certification or a teaching license/higher Tiered license, or education related to a shift within the TRM organization
3. This discount applies while staff are actively employed with TRM, the discount ends immediately upon separation of employment from TRM by either party



## Office of the Minnesota Secretary of State Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: Three Rivers Montessori

File Number: 929429800027

Minnesota Statutes, Chapter: 317A

This certificate has been issued on: 01/19/2017



A handwritten signature in black ink that reads "Steve Simon".

Steve Simon  
Secretary of State  
State of Minnesota

**Office of the Minnesota Secretary of State**  
**Minnesota Nonprofit Corporation/Articles of Incorporation**  
*Minnesota Statutes, Chapter 317A*



The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Incorporation:

**ARTICLE 1 - CORPORATE NAME:**

**Three Rivers Montessori**

**ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:**

Name

Address:

**19680 Ironton Circle Northwest Elk River MN 55330 USA**

**ARTICLE 3 - INCORPORATOR(S):**

Name:

Address:

**Craig A. Kepler**

**2000 IDS Center, 80 South Eighth Street  
Minneapolis MN 55402**

**DURATION: PERPETUAL**

If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

***By typing my name, I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.***

**SIGNED BY: Craig A. Kepler**

**MAILING ADDRESS: None Provided**

**EMAIL FOR OFFICIAL NOTICES: None Provided**

**ARTICLES OF INCORPORATION OF  
THREE RIVERS MONTESSORI**

These Articles of Incorporation are signed and acknowledged by the undersigned for the purpose of forming a nonprofit corporation under the Minnesota Nonprofit Corporations Act, Minnesota Statute, Chapter 317A.

**ARTICLE I. - NAME**

The name of this corporation is Three Rivers Montessori.

**ARTICLE II. - REGISTERED OFFICE ADDRESS**

The place in Minnesota where the principal office of the corporation is located is: 19680 Ironton Circle Northwest, Elk River, Minnesota 55330.

The registered office of this corporation, at which the general business of this corporation shall be transacted and where the records of this corporation shall be kept, shall be at such place in the State of Minnesota as shall be fixed from time to time by duly adopted resolutions of the Board of Directors.

**ARTICLE III. - PURPOSE**

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Without limiting the foregoing, the purpose of this corporation is to operate as a public charter school under the laws of the State of Minnesota.

**ARTICLE IV. - EXEMPTION REQUIREMENTS**

At all times the following shall operate as conditions restricting the operations and activities of the corporation:

1. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in the purpose clause hereof.

2. No substantial part of the activities of the corporation shall constitute the carrying on of propaganda or otherwise attempting to influence legislation, or any initiative or referendum before the public, and the corporation shall not participate in, or intervene in (including by publication or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

**ARTICLE V. - MEMBERSHIP/BOARD OF DIRECTORS**

This corporation shall not have members with voting rights.

The management of the affairs of the corporation shall be vested in a board of directors, as defined by the corporation's bylaws. No director shall have any right, title, or interest in or to any property of the corporation.

The number of directors constituting the initial board of directors is six (6).

Members of the initial board of directors shall serve until removed, or until their successors have been duly elected and qualified, as provided in the bylaws.

#### **ARTICLE VI. - PERSONAL LIABILITY**

No member, officer, or director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or directors be subject to the payment of the debts or obligations of this corporation.

#### **ARTICLE VII. – EFFECT; DURATION/DISSOLUTION**

The duration of the corporate existence shall be perpetual until dissolution.

At the time of dissolution of the corporation, the board of directors shall, after paying or making provision for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, dispose of the remaining assets of the corporation; provided, however, that in no case shall a liquidation, transfer or disposition be made which would not qualify as a charitable contribution under Section 170(c)(1) or (2) of the Code, and all assets shall be turned over and transferred to one or more organizations qualified as exempt pursuant to 501(c)(3) of the Internal Revenue Code, or to the State of Minnesota or any political subdivision thereof for exclusively public purposes.

#### **ARTICLE VIII.**

The incorporator of the corporation is Craig Kepler whose address is 2000 IDS Center 80 South Eighth Street, Minneapolis, Minnesota, 55402.

IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of January, 2017.

/s/ Craig A. Kepler  
Craig A. Kepler, Incorporator



**Work Item 929429800027**  
**Original File Number 929429800027**

STATE OF MINNESOTA  
OFFICE OF THE SECRETARY OF STATE  
FILED  
**01/19/2017 11:59 PM**

A handwritten signature in black ink that reads "Steve Simon".

Steve Simon  
Secretary of State

**BYLAWS**  
**OF**  
**THREE RIVERS MONTESSORI**

**ARTICLE I**  
**OFFICES**

The registered office of the corporation in the State of Minnesota is as stated in the Articles of Incorporation. The corporation may have such other offices within the State of Minnesota as the Board of Directors may determine or as the affairs of the corporation may require. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

**ARTICLE II**  
**PURPOSE**

Three Rivers Montessori, a Minnesota nonprofit corporation, (referred to herein as the “**School**” or the “**Corporation**”), has as its purpose education within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, including but not limited to, the establishment of a charter school under the laws of the State of Minnesota.

**ARTICLE III**  
**BOARD OF DIRECTORS**

1. Interim Board of Directors. Beginning with the creation of the Corporation, the affairs of the Corporation shall be managed by an interim Board of Directors until Directors are elected pursuant to Section 6 below, which must occur prior to the end of the third full academic year of operation as a charter school. The interim Board of Directors shall be comprised of the founders and other individuals nominated by and approved by the founders to serve on the Board of Directors. Interim Directors, including founders, shall hold office until their successors are duly elected pursuant to Sections 2 and 6 below, or until their earlier death, resignation or removal from office. Founders shall either be elected as voting Directors or switch to non-voting *ex officio* status no later than the date upon which the last class of Interim Directors is replaced by election pursuant to Section 6, or such earlier time as determined by the Board.
2. Election of Ongoing Board of Directors. On or before the completion of the third year of operation, the Interim Board shall hold an election of the Membership of the Corporation for the purpose of electing the ongoing Board of Directors. Elections will be conducted in accordance with Section 7, below.
3. Number of Directors. The Board of Directors shall consist of not fewer than five (5) nor more than nine (7) unrelated Directors, excluding *ex officio* non-voting Directors, if any, as determined by the Board from time to time. The composition of the Board shall be in compliance with Minnesota Statutes Section 124E.07, Subd. 3, provided that in no circumstance will teachers comprise a majority of the Board of Directors.
4. Advisors to the Board of Directors. The following may, at their option, sit as non-voting advisors *ex officio* to the Board of Directors:

- a. The Corporation's Executive Director or chief administrator, and its Chief Financial Officer;
  - b. A representative of the Corporation's sponsoring institution, if the sponsoring institution so desires;
  - c. A representative of the Corporation's Parent-Teacher Organization, if any.
5. Powers. The Board of Directors shall conduct or direct the affairs of the Corporation and exercise its powers, subject to the limitations of Minnesota Statutes Chapter 317A and Section 124E, the Articles of Incorporation, these Bylaws, and by any other controlling law. The Board of Directors may delegate the management of the activities of the Corporation to others. The Board may exercise all powers of the Corporation and perform all acts which are not prohibited by law, by the Articles or by these Bylaws, all as may be amended, including but not limited to the following specific powers:
- a. To select and remove officers, agents, and employees of the Corporation; to prescribe powers and duties for them; and to fix their compensation;
  - b. To manage, and oversee the affairs and activities of the Corporation, and to make rules and regulations;
  - c. To enter into contracts, leases, and other agreements which are, in the judgment of the Board of Directors, necessary or desirable in obtaining the purposes of promoting the interests of the Corporation;
  - d. To acquire real or personal property, by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey, or otherwise dispose of such property;
  - e. To borrow money, incur debt, and to execute and deliver promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities;
  - f. To indemnify and maintain insurance on behalf of any of its Directors, officers, employees, or agents for liability asserted against or incurred by such person in such capacity or arising out of such person's status as such, subject to the provisions of Minnesota Statutes Chapter 317A and the limitations noted in these bylaws; and
  - g. To remove Directors.
6. Election of Board of Directors.
- a. *Staggered Terms.* The election of the Board of Directors shall be in compliance with Minnesota Statutes Section 124E.07. Except for *ex officio* non-voting Directors, the Board of Directors shall be divided into three (3) classes of Directors so that the terms of office of approximately one-third (1/3) of the Directors shall expire each year. The Board Secretary shall maintain a schedule of the classes and terms of office for all seats on the Board of Directors.

- b. *Eligible Voters and Voting.* To the extent required by applicable law, staff members who are employed by the Corporation, including teachers, existing Directors of the Corporation, and parents/legal guardians of students enrolled at the School, may participate in the election of Directors.
- c. *Nomination Process.* Ninety (90) days prior to the Corporation's annual meeting, the Governance Committee shall solicit applications for all of the Director positions to be filled at the next annual meeting. Interim Directors and Founders may be considered as potential nominees, subject to the same term of office requirements as other elected Directors. The Governance Committee shall compile a list of nominees with a brief statement of their qualifications, and provide the list to the Board of Directors and all eligible voters at least fifteen (15) days prior to the annual meeting.

7. Term of Office.

- a. Terms of office for Directors shall begin on July 1st in the year of election.
  - b. All Directors shall hold office for three (3) years from the time of their election and thereafter until their respective successors are chosen and qualified or until their earlier death, resignation or removal from office, provided, however, that:
    - i. Interim Board Members shall serve until such time as their seats are up for election pursuant to Section 6 of this Article III.
    - ii. A parent/legal guardian may serve as a Director only so long as the parent/legal guardian has a child enrolled at the Corporation.
    - iii. A teacher employed by the Corporation may serve as a Director only so long as he/she is an employee of the Corporation. If an employee of the Corporation also has a child who is a student of the Corporation, such employee is eligible to hold a teacher Director position, but ineligible to hold a parent Director position.
    - iv. A Director appointed to fill a vacancy shall hold office until the expiration of the term of vacated office. A Director elected to fill a vacancy at the annual meeting shall hold office until the next election of members of the class of Directors which contains the vacancy.
  - c. Directors may be reelected to successive terms and may serve simultaneously as officers. The Board of Directors may exercise all their powers notwithstanding any vacancy or vacancies in their number.
8. Resignation of a Director. Directors may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair or the Secretary of the Corporation. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
9. Removal of Directors. A Director may be removed with or without cause as provided by Chapter 317A of the Minnesota Statutes by an affirmative vote of two-thirds (2/3) of the Directors then in office excluding the Director proposed for removal. The Board of Directors may remove any Director who:



- a. Has failed to attend two or more of the Board’s regular meetings without good excuse in any fiscal year;
  - b. For such other good causes as the Board of Directors may determine.
10. Vacancies. A Board vacancy shall be deemed to exist if any Director dies, resigns, or is removed, or if the authorized number of Directors is increased. Unless otherwise provided by Minnesota Statutes Section 317A.227, any vacancy on the Board of Directors shall be filled by the appointment of a new Director by the affirmative vote of a majority of the Directors present at a duly noticed meeting, even if less than a quorum. The Governance Committee shall nominate candidates and make recommendations to the Board to fill vacancies on the Board; provided, however that the Board may also consider candidates other than those nominated and/or recommended by the Governance Committee to fill a vacancy. A Director filling a vacancy shall hold office as set forth in Section 7 of this Article III.
11. Compensation. Directors shall not receive compensation for their services, however, the Directors of the Corporation may be reimbursed for reasonable out-of-pocket expenses incurred by them in rendering services to the Corporation, as the Board of Directors from time to time determines such services to be directly in furtherance of the purposes and in the best interests of the Corporation. Notwithstanding the foregoing, Directors who are also employees of the Corporation shall be entitled to reasonable compensation for services rendered to the Corporation as employees; if permitted by applicable law provided that no part of the compensation of an employee of the Corporation shall be compensation for services as a Director.

**ARTICLE IV**  
**MEETINGS OF THE BOARD OF DIRECTORS**

- 1. Open Meetings. Meetings of the Board of Directors and all Standing and Ad Hoc Committees shall comply with the Minnesota Open Meeting Law, Minnesota Statutes Section 13D, as amended.
- 2. Place of Meetings. Board meetings may be held at the Corporation’s principal office or at any other reasonably convenient place as the Board may designate.
- 3. Regular Meetings. Regular meetings shall be held each month at such times as are set on the school calendar adopted annually by the Board of Directors. The Board of Directors shall meet no less than ten (10) times per fiscal year.
- 4. Annual Meeting. An annual meeting shall be held in May for the purpose of electing Directors, officers and standing committee chairs for the upcoming year, making and receiving reports on corporate affairs, and transacting such other business as comes before the meeting.
- 5. Special Meetings. Special meetings of the Board of Directors may be called at any time for any purpose by the Board Chair. The Board Chair shall call a special meeting of the Board of Directors upon the written request of one-third (1/3) of the Directors.
- 6. Cancellation of Meetings. The Board Chair may cancel a meeting with reasonable cause.
- 7. Adjournment. A majority of the Directors present at a meeting, whether or not a quorum, may adjourn the meeting to another time and place. Notice of the time and place of holding an

adjourned meeting need not be given if the time and place be fixed at the meeting adjourned and recorded in the minutes of that meeting, except, if the meeting is adjourned for longer than 24 hours, notice of the adjournment shall be given as for special meetings.

8. Notices of Meetings. Notices of meetings of the Board meetings shall be given as follows:
  - a. *Regular Meetings.* A schedule and the location of regular meetings of the Board shall be provided to each Director and shall be kept on file at the Corporation's principal office. If the Board holds a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, the same notice shall be given as if the meeting were a special meeting pursuant to paragraph b below.
  - b. *Special Meetings.* Written notice of the date, time, place and purpose of a special meeting shall be delivered to each Director, posted on the principal bulletin board of the Corporation and mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the Secretary. This notice shall be posted and mailed or delivered at least three (3) business days before the day on which the meeting is to be held.
  - c. *Annual Meeting.* In addition to the schedule required by paragraph a above, written notice of the date, time, place and purpose of the annual meeting shall be delivered to each eligible voter, as defined in Article III, Section 6, and posted on the principal bulletin board and website of the Corporation at least fifteen (15) days in advance of the annual meeting. The Board shall determine the method of delivering such notice from time to time.
  - d. *Other Methods.* Notice to Directors shall be delivered personally, sent by facsimile communication, sent by electronic mail, posted on an electronic network together with a separate notice to the Director of the specific posting, mailed, first class, postage prepaid, or such other methods as are fair and reasonable as determined in the sole discretion of the Secretary of the Corporation. Whenever written notice to Directors provides less than five (5) days' prior written notice of the meeting, excluding the date of the meeting, reasonable effort shall be made to notify Directors by telephone of the meeting at the time of giving written notice, but the failure to contact any Director(s) by telephone shall not affect the validity of the meeting or any action taken at such meeting. The Corporation may provide such other notices of meetings to parents/legal guardians of students enrolled at the Corporation, employees of the Corporation, and other members of the public, as the Secretary or the Board may from time to time determine.
9. Actual Notice. If a person receives actual notice of a meeting of the Board at least twenty-four (24) hours before the meeting, all notice requirements of this Article are satisfied with respect to that person, regardless of the method of receipt of notice.
10. Waiver of Notice. Any Director may waive notice of any meeting of the Board of Directors in writing before, at or after a meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, unless he or she objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting. The waiver shall be filed with the person who has been designated to act as secretary of the meeting, who shall enter the waiver upon the records of the meeting.

11. Agendas for Meetings. The Board Chair shall set the agendas for meetings of the Board of Directors. Any Director, parent/legal guardian of a student enrolled in the Corporation, employee of the Corporation, or student enrolled in the Corporation may request that an item be placed on the agenda of the next regular Board of Directors meeting by contacting the Board Chair or Chair-elect in writing, by phone, or via email with such request not less than five (5) days prior to the scheduled meeting.
12. Public Comment at Meetings. A reasonable time shall be reserved at each regular meeting for comments and requests for business to be brought before the Board by parents/legal guardians of students enrolled in the Corporation, employees of the Corporation, students enrolled in the Corporation, and interested community members. The Board Chair may reasonably limit individual speaking times.
13. Closed Meetings. The Board may close a meeting to evaluate the performance of an individual who is subject to its authority, including but not limited to employees of the Corporation, or as otherwise permitted by law or the attorney-client privilege. If a meeting is closed to evaluate the performance of an individual, prior to closing the meeting, the Chair shall identify the individual to be evaluated and at the next open meeting, the Chair shall summarize the Board's conclusions regarding the evaluation; provided, however, that the meeting must be open at the request of the individual who is the subject of the meeting. The Board shall close a meeting if expressly required by law or to discuss information that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults, active investigation data as defined in Minnesota Statutes Section 13.82, or educational data that is not public under Minnesota Statutes Section 13.32. The Board shall also close a meeting for preliminary consideration of allegations or charges against an individual subject to its authority; provided, however, that if the Board determines discipline may be warranted as a result of such allegations or charges, further meetings related to such allegations or charges shall be open, and all meetings related to such allegations or charges shall be open at the request of the person who is the subject of such allegations or charges. Before closing a meeting, the Board shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.
14. Minutes. The minutes of meetings of the Board shall record all votes taken at the meeting. The minutes shall record the vote of each Director on appropriations of money, except for payment of judgments and amounts fixed by statute. After the Minutes have been reviewed and approved by the Board, minutes of Board meetings shall be open to the public during all normal business hours where records of the Corporation are kept, and will be posted on the Corporation's web site.
15. Public Copies of Directors' Materials. Unless a meeting is closed pursuant to Section 13, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the Board or its employees and distributed at, before or available during the meeting to all Directors shall be available in the meeting room for inspection by the public while the Board considers their subject matter. This section does not apply to materials classified by law as other than public, or to materials relating to the agenda items of a closed meeting.

**ARTICLE V**  
**ACTION BY THE BOARD OF DIRECTORS**

1. **Quorum.** A quorum consists of a majority of the Directors currently in office.
2. **Action by the Board.** The actions done and decisions made by a majority vote of the Directors present and entitled to vote at a meeting duly held at which a quorum is present are the actions and decisions of the Board of Directors unless a greater or lesser vote is required for the specific action as set forth in these Bylaws, the Articles of Incorporation, or by law. The Board of Directors may continue to transact business at a meeting at which a quorum was originally present, even though Directors withdraw, provided that any action taken is approved by at least a majority of the quorum required. Each Director shall have the power to exercise one (1) vote on all matters to be decided by resolution of the Board of Directors. Voting by proxy shall not be allowed.

**ARTICLE VI**  
**COMMITTEES AND PURPOSE**

1. **Standing Committees.** The Board of Directors may maintain committees, including, without limitation, the following committees:
  - a. *Governance Committee.* The Governance Committee shall perform the duties set forth elsewhere in these Bylaws in regard to the election of Directors, election of officers, and filling of vacancies, and such other duties as are deemed appropriate and necessary by the Board of Directors.
  - b. *Development Committee.* The Development Committee shall plan and supervise all fundraising activities of the Corporation. The Development Committee shall be chaired by a Director.
  - c. *Academic Excellence Committee.* The Academic Excellence Committee shall be responsible for ensuring that overall curricular policy remains faithful to the Corporation's mission, for reviewing specific curriculum choices on a regular basis and making recommendations to the Board of Directors on adoption of curriculum materials, and such other duties as are deemed appropriate and necessary by the Board of Directors.
  - d. *Budget and Finance Committee.* The Budget and Finance Committee shall be responsible for presenting an annual budget to the Board of Directors, making recommendations to the Board of Directors on long-range financial and facilities planning, monitoring contracts for bookkeeping services, ensuring compliance with state financial procedures, and such other duties as are deemed appropriate and necessary by the Board of Directors. The Budget and Finance Committee shall be chaired by the Treasurer.
  - e. *Accountability Committee.* The Accountability Committee shall be responsible for ensuring that the Corporation meets the terms of its contract with the Corporation's Authorizing institution, for setting annual academic and non-academic goals as required in the charter school accountability framework, charter school accountability reporting to

the Authorizing institution and the Minnesota Department of Education, and such other duties as are deemed appropriate and necessary by the Board of Directors.

- f. *School Operations Advisory Committee.* The School Operations Advisory Committee shall report at all regular meetings of the Board of Directors on all aspects of the operation of the Corporation that fall within the scope of responsibilities of the School Director.
  - g. *Facilities Committee.* The Facilities Committee shall investigate facilities options for the School, including, without limitation, management and operation of existing facilities as well as searching for new facilities if needed, and, on request by the Board, report to the Board with respect to its findings.
2. Election and Removal of Standing Committee Chairs. Except for those standing committee chairs designated in Section I above, standing committee chairs shall be elected and removed in the same manner as officers of the Corporation.
  3. Ad Hoc Committees. The Board of Directors may, at its discretion, create *Ad Hoc* Committees to address specific subjects of concern to the Board. The resolution creating a committee shall specify the purpose, duration, powers and responsibilities of the committee. The Board of Directors shall appoint a chair, who may, but need not be a Director. The Board of Directors may remove an Ad Hoc committee chair at its discretion.
  4. Advisory Committees. The Board of Directors may, at its discretion, create Advisory Committees to keep the Board informed and to make recommendations on an ongoing basis in any area of the operation and management of the Corporation that it deems desirable. The resolution creating the committee shall specify the purpose, duration, powers and responsibilities of the committee. The Board of Directors shall appoint a chair, who may, but need not be a Director. The Board of Directors may remove an Advisory committee chair at its discretion.
  5. Committee Membership. Except as otherwise specified in these Bylaws, the chair of any Standing, Ad Hoc, or Advisory Committee of the Board may determine the membership of such committee with the advice and consent of the Board of Directors. Each committee chair shall maintain a record of the voting members of the committee and shall submit such records to the Secretary of the Corporation.
  6. Action by Committees. Unless otherwise stated in the resolutions creating it, or in these Bylaws, committee actions shall be taken only upon the affirmative vote of a majority of the members of the committee. Failure of a committee to reach an agreement upon any issue before it shall require referral of such issue to the entire Board of Directors. Committee actions are recommendations until approved by the full Board of Directors.
  7. Committee Meetings. The activities of all committees of the Corporation shall be conducted in such manner as will advance the best interests of the Corporation. Except as specifically set forth herein, the provisions of these Bylaws shall apply to committees and members thereof to the same extent they apply to the Board of Directors and Directors. Article IV, Sections 1, 8, 13 and 15 (regarding open meetings and notice thereof) shall not apply to committee meetings except as the committee may from time to time determine. Each committee shall meet at such times and places as provided by its rules or by resolution of the Board of Directors. Notice of committee meetings

shall be given to each committee member at least three (3) days in advance of the meeting by such methods of delivery set forth in Article IV, Section 8(d), except that if the time, date and location of a committee meeting was announced at a previous committee meeting, no notice is required. The meetings of all committees shall be open to attendance and participation by all Directors, but only members of the committee may vote. Committee chairs shall submit minutes of all committee meetings to the Secretary of the Corporation, which minutes shall be open to inspection as set forth in Article IV, Section 14.

8. Quorum. A quorum for any committee meeting shall be a majority of the voting members of the committee of record.
9. Control by the Board of Directors. Each committee shall be under the direction and control of the Board of Directors and shall keep regular minutes of their proceedings, and all actions of each committee shall be reported to the Board of Directors and shall not be effective until approved by the Board, subject to revision and alteration by the Board of Directors.

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

The Parliamentary Authority of the Board of Directors and its Committees shall be the most recent edition of Robert's Rules of Order Newly Revised.

## **ARTICLE VIII OFFICERS AND DUTIES**

1. Officers. The officers of the Corporation shall consist of a Chair, Chair-elect, Secretary and Treasurer.
  - a. *Chair*. The Chair shall:
    - i. Act as the chair of the Board of Directors and exercise the functions of the office of the President of the Corporation;
    - ii. Preside at all meetings of the Board of Directors or arrange for another officer to preside in the following order: Chair-elect, Secretary, Treasurer;
    - iii. Perform such duties and exercise such powers as are necessary or incident to the supervision and management of the business and affairs of the Corporation;
    - iv. Sign and deliver, in the name of the Corporation, all deeds, mortgages, bonds, contracts, or other instruments requiring an officer's signature, with the advice and consent of the Board of Directors;
    - v. Have the general powers and duties usually vested in the office of the president; and
    - vi. Have such other powers and perform such other duties as are prescribed by Minnesota Statutes, Section 317A.305, subd. 2, and as the Board of Directors may from time to time prescribe.

- b. *Secretary.* The Secretary shall maintain the office of the Corporation and shall:
  - i. Be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings;
  - ii. Give, or cause to be given, notice of all meetings of the Board of Directors;
  - iii. Distribute copies of minutes and agendas to all Board members;
  - iv. Maintain the documents and records of the Corporation; and
  - v. Perform such other duties as may be prescribed by the Board or the Board Chair from time to time,
  
- c. *Treasurer.* The Treasurer shall:
  - i. Perform the duties of Chief Financial Officer of the Corporation;
  - ii. Make a report on the Corporation's finances and all transactions made as Chief Financial Officer at each regular Board meeting;
  - iii. Chair the Board's Budget and Finance Committee;
  - iv. Oversee accurate accounts of all monies of the Corporation received or disbursed;
  - v. Verify the deposit of all monies, drafts and checks in the name of, and to the credit of, the Corporation in such banks and depositories as the Board of Directors shall from time to time designate;
  - vi. Have the care and custody of the corporate funds and securities;
  - vii. Disburse the funds of the Corporation as ordered by the Board of Directors, making proper vouchers therefore; and
  - viii. Perform such other duties and have such other powers as may from time to time be prescribed by the Board of Directors or by the Board Chair.

2. Election, Eligibility and Term of Office.

- a. *Election.* The Board of Directors shall elect a Chair-Elect, a Secretary and a Treasurer annually at the annual meeting, a regular meeting designated for that purpose, or at a special meeting for that purpose, except that officers elected to fill vacancies shall be elected as vacancies occur. Unless the Board determines otherwise, the Chair-Elect shall automatically move to the office of Chair at the start of the next term of office.
  
- b. *Eligibility.* An officer shall be a Director unless this requirement is waived by a vote of a majority of Directors then in office.

- c. *Term of Office.* Terms of office shall be for one (1) year beginning July 1st in the year elected. Any officer may serve consecutive terms as determined by the Board of Directors.
3. Removal and Resignation. The Board of Directors may remove an officer, either with or without cause, at any time, by an affirmative vote of two-thirds (2/3) of the Directors currently in office. An officer may resign at any time by giving written notice to the Board of Directors, the resignation taking effect on receipt of notice or at a later date as specified in the notice.

## **ARTICLE IX**

### **RESPONSIBILITIES OF DIRECTORS**

1. Duty of Care.
  - a. *Performance of Duties.* Each Director shall perform all duties of a Director, including duties on any Board Committee, in good faith, in accordance with the mission of the Corporation, in a manner the Director believes to be in the Corporation's best interest and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
  - b. *Reliance on Others.* In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, presented or prepared by:
    - i. One or more officers or employees of the Corporation whom the Director believes to be reliable and competent in the matters presented;
    - ii. Legal counsel, independent accountants, or other persons as to matters that the Director believes are within the person's professional or expert competence; and
    - iii. A Board Committee on which the Director does not serve, as to matters within its designated authority, provided the Director believes the Committee merits confidence and the Director acts in good faith, after reasonable inquiry when the need is indicated by the circumstances, and without the knowledge that would cause such reliance to be unwarranted.
  - c. *Investments.* In investing and dealing with all assets held by the Corporation for investment, the Board of Directors shall exercise the standard of care described above and avoid speculation, looking instead to the permanent disposition of funds, considering the probable income, as well as the probable safety of the Corporation's capital. The Board of Directors may delegate its investment powers to others, provided that those powers are exercised with the ultimate direction of the Board of Directors. No investment violates this section where it conforms to provisions authorizing such investment contained in an instrument or agreement pursuant to which the assets were contributed to the corporation.
  - d. *Rights of Inspection.* Every Director has the right to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Corporation, provided that such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to



maintain the confidentiality of the reviewed information, in addition to any obligations imposed by any applicable federal, state, or local law.

- e. *Participation in Voting.* Every Director has the right to participate in the discussion and vote on all issues before the Board of Directors, except as provided in a Conflicts of Interest Policy adopted by the Board of Directors.
- f. *Responsibilities of a Board Member.*
  - i. Uphold the mission of the Corporation;
  - ii. Come to meetings well-prepared and informed;
  - iii. Support the Corporation by attending Corporation events and participating in Corporation activities;
  - iv. Respect confidentiality;
  - v. Understand long-range effects of decisions;
  - vi. Maintain up-to-date knowledge of activities;
  - vii. Visit the school to see its impact first-hand;
  - viii. Act in the best interests of the Corporation as a whole; and
  - ix. Promote the Corporation within the community.

#### **ARTICLE X** **NON-LIABILITY OF DIRECTORS**

The Directors shall not be personally liable for the Corporation's debts, liabilities, or other obligations. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against, the Corporation, may look only to the funds and property of the Corporation for the payment of any such contract or claim, or for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due to them from the Corporation.

#### **ARTICLE XI** **INDEMNIFICATION OF CORPORATE AGENTS**

Each director, officer and employee of the Corporation, past or present, and each person who serves or may have served at the request of the Corporation as a director, officer, partner, Director, employee, representative, or agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by the Corporation in accordance with, and to the fullest extent permitted by, Minnesota Statutes Section 317A.521. The Corporation shall not be obligated to indemnify any other person or entity, except to the extent such obligation shall be specifically approved by resolution of the Board of Directors. The Corporation shall have the power to advance such person's expenses incurred in defending any such proceeding to the maximum extent permitted by law. This section is and shall be for the sole and exclusive benefit of the individuals designated in this Article

and no individual, firm, or entity shall have any rights under this Article by way of assignment, subrogation, or otherwise, whether voluntarily, involuntarily, or by operation of law.

## **ARTICLE XII INSURANCE**

The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee, or agent of the Corporation, against any liability asserted against and incurred by such person in his or her official capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against liability under Minnesota Statutes, Section 317A.521, the Articles of Incorporation or these Bylaws.

## **ARTICLE XIII SELF-DEALING TRANSACTIONS AND CONFLICTS OF INTEREST**

The Board of Directors shall adopt Conflicts of Interest Policy applicable to all Directors and Officers consistent with Minnesota Statutes Section 124E.07, Subd. 3(b) and Section 124E.14. Each Director and Officer shall promptly complete and forward to the Board such annual or more frequent written disclosures as may be required from time to time by board resolution and/or policy.

## **ARTICLE XIV FINANCIAL MATTERS**

1. Fiscal Year. The fiscal year of the Corporation begins on July 1 of each year and ends on June 30 of the following year.
2. Execution of Instruments. Except as otherwise provided in these Bylaws, the Board of Directors may adopt a resolution authorizing any officer or agent of the Corporation to enter into any contract, or execute and deliver any instrument in the name of, or on behalf of, the Corporation. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power to bind the Corporation by any contract or engagement, to pledge the Corporation's credit, or to render it liable monetarily for any purposes or any amount.
3. Checks and Notes. Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders of the payment of money, and other evidence of indebtedness of the Corporation may be signed by the Chair, the Chair-elect, the Treasurer, the Secretary, or the Corporation's School Director.
4. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may from time to time determine.
5. Corporate Seal. The Corporation shall not have a corporate seal.
6. Documents Kept at Registered Office. The Board of Directors shall cause to be kept at the registered office of the Corporation originals or copies of:
  - a. Records of all proceedings of the Board of Directors and all Board committees;

- b. Records of all votes and actions of the Directors;
- c. All financial statements of the Corporation; and
- d. Articles of Incorporation and Bylaws of the Corporation and all amendments and restatements thereof.

**ARTICLE XV**  
**ADOPTION AND AMENDMENT OF BYLAWS**

- 1. The Corporation's governance model as set forth in these bylaws and/or otherwise required by law may be changed only by a majority vote of the Board of Directors and otherwise in accordance with applicable law.
- 2. Any change in board governance shall conform to the board structure set forth in Minnesota Statutes Section 124E.07, as amended.

**ARTICLE XVI**  
**MISCELLANEOUS PROVISIONS**

- 1. Construction and Definitions. These Bylaws shall be construed to conform to the laws of the State of Minnesota.
- 2. Interpretation. Any provision of these Bylaws which turns out to be prohibited or unenforceable under Minnesota law shall be ineffective to the extent of such prohibition or unenforceability without invalidating any other provision of the Bylaws. These Bylaws shall also be construed in a manner which renders their provisions valid and enforceable to the maximum extent (not exceeding their express terms), under applicable law.



# Nepotism Policy

Date Created: 04/07/2020

Approved By: TRM Board of Directors

Date Approved: 05/01/2020

Date Updated:

## Nepotism Policy

### PURPOSE

To clearly define Three Rivers Montessori School's policy regarding the standards for close relatives working for the Charter School in the same or different departments.

### POLICY

The Board of Directors permits the employment of qualified relatives of employees of the employee's household or immediate family as long as such employment does not, in the opinion of the Charter School, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household. The School Director will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same charter school department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career, progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress, and other terms and conditions of the other related staff members.
- Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the charter school, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Any exceptions to this policy must be approved by the Board of Directors and/or the School Director at the time of hiring and prior to contract renewal.



# Purchase of Group Health Insurance Policy

Date Created: 06/07/2020

Approved By: TRM Board of Directors

Date Approved: 05/01/2020

Date Updated:

## Purchase of Group Health Insurance Coverage

### PURPOSE

It is the purpose of this policy to comply with the provisions of MN Statutes 124E.12 Subd. 5 and 124E.07 Subd. 3, para (b) which require charter schools employing at least 25 people to publish a policy for the purchase of group health insurance coverage.

### POLICY STATEMENT

TRM School will publish on its website a policy for the purchase of group health insurance as required by law and this policy.

### POLICY

A. A charter school board with at least 25 employees that provides group health insurance coverage shall:

1. Request proposals for group health insurance coverage from a minimum of three sources at least every two years; and
2. Notify employees covered by the group health insurance coverage before the effective date of the changes in the group coverage policy contract.

B. TRM will establish a process that includes a sealed proposal process, which requires all proposals to be opened at the same time.

C. Upon finalization of the group health insurance contract, the board shall notify employees of any changes from current health insurance coverage.

D. The open bids are public documents and shall be available to the public in accordance with chapter 13. They shall be maintained for six years in accordance with the State Records Retention Law.

Legal Reference:

Minn. Stat. §124E.12, Subd. 5 and §124E.07, Subd. 3, para (b)

Minn. Stat. Chapter 13

Minn. Stat. 138.17



# Grade Level Enrollment Policy

Date Created: 01/21/2020

Approved By: TRM Board of Directors

Date Approved: 03/17/2020

Date Updated:

## Grade Level Enrollment Policy

### GENERAL STATEMENT OF POLICY

Three Rivers Montessori is committed to enrolling a diverse student population. The Grade Level Enrollment Policy shall ensure that all eligible students in the community will be informed about the school, and each eligible student will be given an equal opportunity to attend the school.

Three Rivers Montessori will offer the following slots per grade level.

In the event that any grades have low enrollment, TRM shall have the discretion to enroll more students into other grades within the cohort designations (Children's House, E1, and E2) in an effort to enroll to capacity in each classroom. These numbers are reviewed annually;

- Children's House – 40 slots  
Pre- K – 26  
Kindergarten – 14
- E1 - Lower Elementary (grades 1-3) – 60 slots/ 30 per class  
Gr 1 – 20  
Gr 2 – 20  
Gr 3 – 20
- E2 - Upper Elementary (grades 4-6) – 60 slots/ 30 per class  
Gr 4 – 20  
Gr 5 – 20  
Gr 6 – 20

### *Enrollment Policy Agreement*

*Parents of students enrolled at Three Rivers Montessori School agree to read the Parent Handbook. Parents agree to abide by the policies set forth in the handbook. Parents agree to respect the school, its staff and the school community while attending the school.*

*Parents understand that timely morning arrival, end of program pick up and attendance are key to student development and achievement, both academically and socially.*