

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, January 16th, 2024 at 6:00 p.m.

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

Sent to OW - 01/11/2024 | Placed on Website - 01/11/2024

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 12/19/23

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. December 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. 2024-2025 Enrollment Update
4. Crow River News Reader's Choice Award Winner for best Montessori school, 2024
 - a. Will be posted to Press and News Site:
https://www.hometownsource.com/press_and_news/
 - b. Window Clings to advertise our win
 - c. Exclusive advertising in the Readers' Choice Awards Publication

IX. DISCUSSION ITEMS

1. APPROVAL: Jenny Hepokoski as a parent board member
2. APPROVAL: TRM Bylaws - Updated
3. APPROVAL: Children's House Employee Discount Program
 - a. TRM Preschool Estimates:
 - i. 20 seats = \$195,000.00 in total revenues
 - ii. 2 current staff discounts = -\$16,800.00
 - iii. Estimated Total Revenue = \$178,200.00
 - iv. Estimated expenses including teacher and EA benefits and supplies = -\$116,176.00
 - v. FY25 Total Estimated Program Profit = +\$62,024.00
 - b. Potential language to approve: *7 of the 20 Preschool seats qualify for the staff discount. Anything beyond 7 children would be brought to the board for approval.*
4. Policy Reviews
 - a. Student Transportation Safety Policy - Update
 - b. Medication Policy - Update
5. Determine 2024 Board Election Timelines and Details
 - a. Annual Meeting on 05/21/2024 with election results to be shared

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, February 20th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

Meeting ended at

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

Recorded Minutes Approved On:

I. CALL TO ORDER by Chairperson: Chris Castagneri at 6:03pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Tim Eilrich, no conflicts; Josh Green, no conflicts; Lydia Skadberg, no conflicts; Chris Castagneri, no conflicts
2. Board Members Absent: Nikki Patterson and Brook Blomker (late, arrived at 6:05)
3. Other Attendees: Antonio Kuklok, Ex Officio; Jenny Hepokoski, parent; Anna Nation, Dir of T&L

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 - Tim motions to move the Capital Investments discussion to the finance section as item b
 - i. Motion to Approve: Lydia Skadberg Motions to approve with Tim's amendment
 - ii. Motion Seconded: Tim Eilrich
 - iii. Discussion: None
 - iv. Vote: Unanimous, motion carried

V. CONSENT AGENDA

1. ACTION ITEMS:

- a. APPROVAL: TRM Regular Board Meeting Minutes 11/21/23
 - i. Motion to Approve: Brooke Blomker
 - ii. Motion Seconded: Tim Eilrich
 - iii. Discussion: None
 - iv. Vote: Unanimous, Motion Carried
- b. APPROVAL: TRM Emergency Board Meeting Minutes 12/07/23
 - i. Motion to Approve: Brooke Blomker
 - ii. Motion Seconded: Tim Eilrich
 - iii. Discussion: None
 - iv. Vote: Unanimous, Motion Carried
- c. APPROVAL: Chemical Use and Abuse Policy (Updated w/board recommended edits)
 - i. Motion to Approve: Brooke Blomker
 - ii. Motion Seconded: Tim Eilrich
 - iii. Discussion: None
 - iv. Vote: Unanimous, Motion Carried

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. November 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
 2. Motion Seconded: Josh
 3. Discussion: None
 4. Vote: Unanimous, Motion carried
- b. Capital Investments - Discussion around creation of a subcommittee to vette out capital projects to draw in more students. Creation of a survey to get stakeholder feedback will go out. Talk of getting parents to come in and donate time and labor with specific projects.

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 - Brooke recommends first come first served from an equity standpoint. Chris recommends we wait and have Mindy come up with the number for capacity or a threshold before we start losing money on the program, will present the number at the January board meeting.
 - a. Motion to Approve: Tabled to January
 - b. Motion Seconded:
 - c. Discussion:
 - d. Vote:
2. Review Articles of Incorporation
3. Review Board of Director's Bylaws - Will get description of the Advisory committee and then vote on all ratifications at the January board meeting
4. Policy Reviews
 - a. Nepotism Policy (Update)
 - i. Motion to Approve: Lydia Skadberg
 - ii. Motion Seconded: Josh Green
 - iii. Discussion: None
 - iv. Vote: Unanimous, Motion carried
 - b. Purchase of Group Health Insurance Policy (Update)
 - i. Motion to Approve: Brooke Blomker
 - ii. Motion Seconded: Lydia Skadberg
 - iii. Discussion: None
 - iv. Vote: Unanimous, Motion approved
 - c. Grade Level Enrollment Policy (Update)

- 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, January 16th, 2024 **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: Josh Green
3. Discussion: None
4. Vote: Unanimous, Motion carried

Meeting ended at 7:20pm



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

Financial Statements

December 31, 2023

**Three Rivers Montessori
Elk River, Minnesota
December 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 (\$188,806). This would result in a projected cumulative fund balance of \$92,022 or 4.4% of expenditures at fiscal year-end.

Financial Statement Key Points

- * As of month-end, 50% of the year was complete.
- * Cash Balance as of the reporting period is \$150,418, down from the previous month of \$190,889. This is to be expected now that the bulk of FY23 holdback has been paid back.
- * Revenues received at end of the reporting period – 50.55%
- * Expenditures disbursed at end of the reporting period – 42.59%

Other Items

- * FY24 Lease aid needs to be completed soon to assist with cash flow. Please see 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.

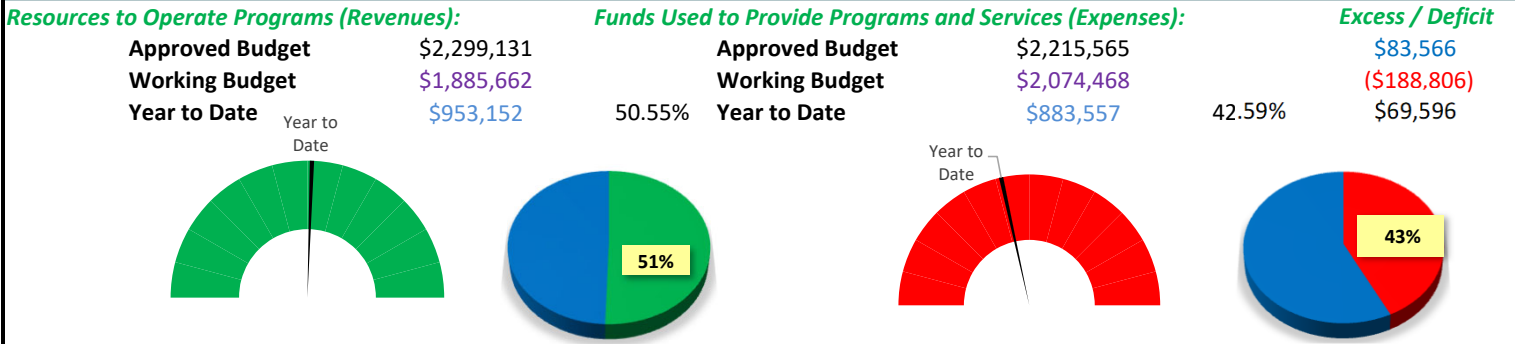
Supplemental Information (see separate attachments)

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 or 612-227-7793 should you have any questions related to the financial statements.

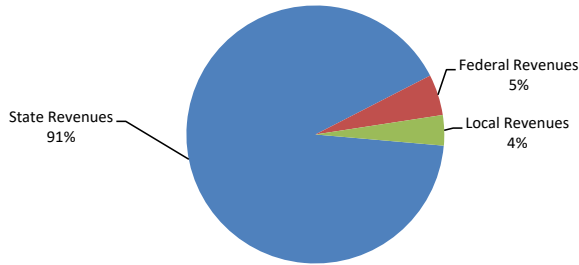
**Three Rivers Montessori
Elk River, Minnesota
Financial Statements Dashboard
As of December 31, 2023**

Financial Summary - Budgeted Amounts and Year to Date Activity

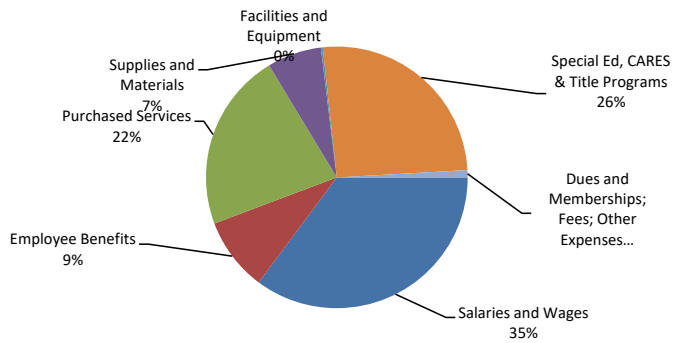


Budgets for the Year

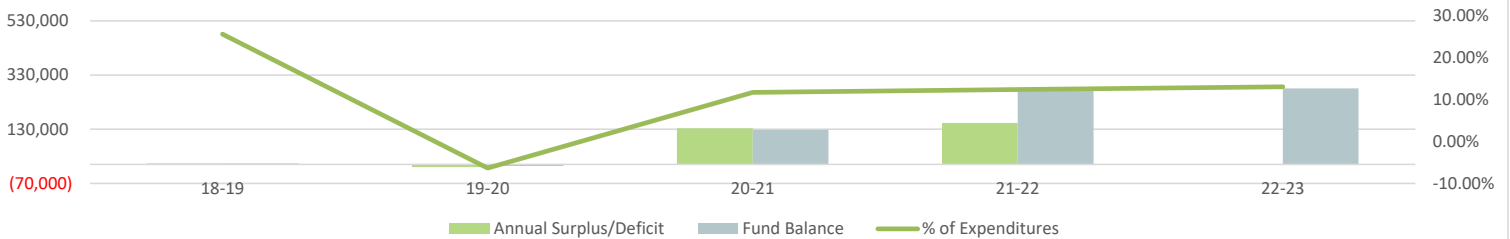
Where funds will come from to operate the school:

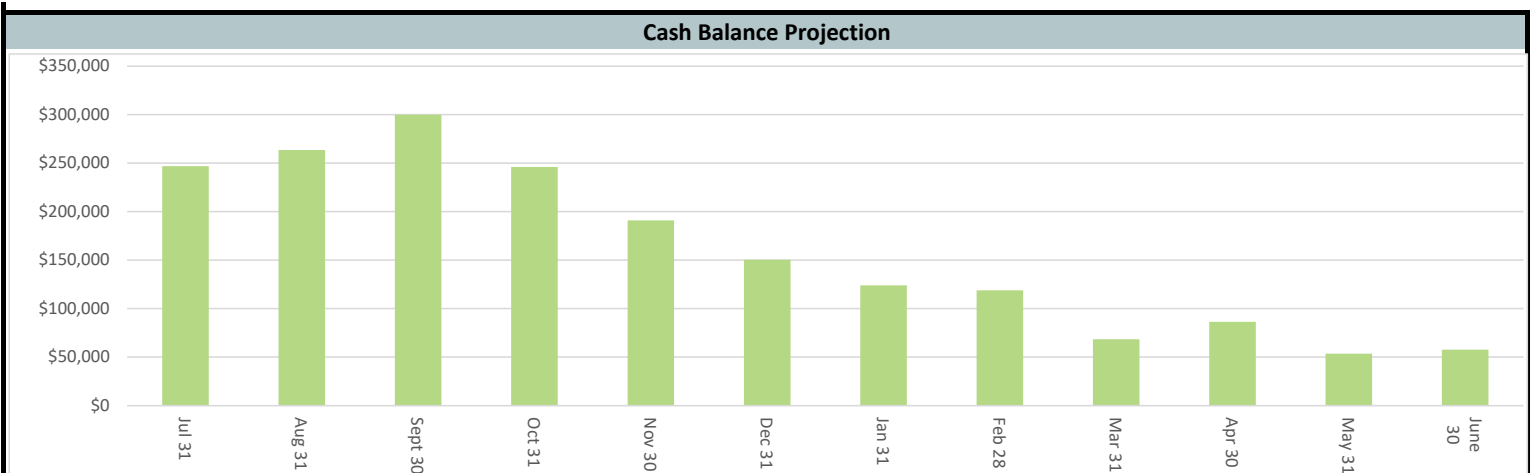
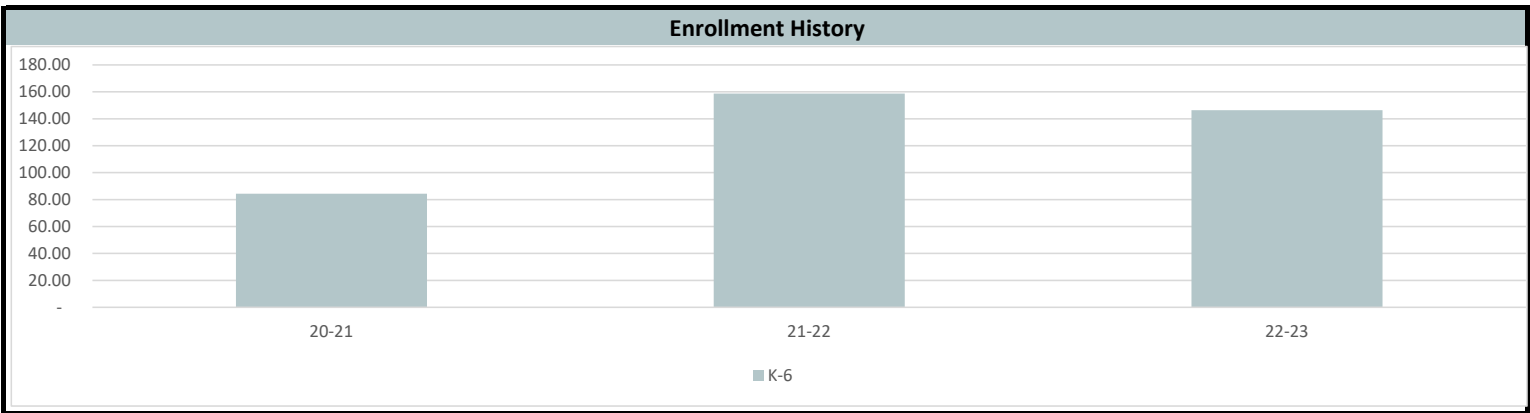
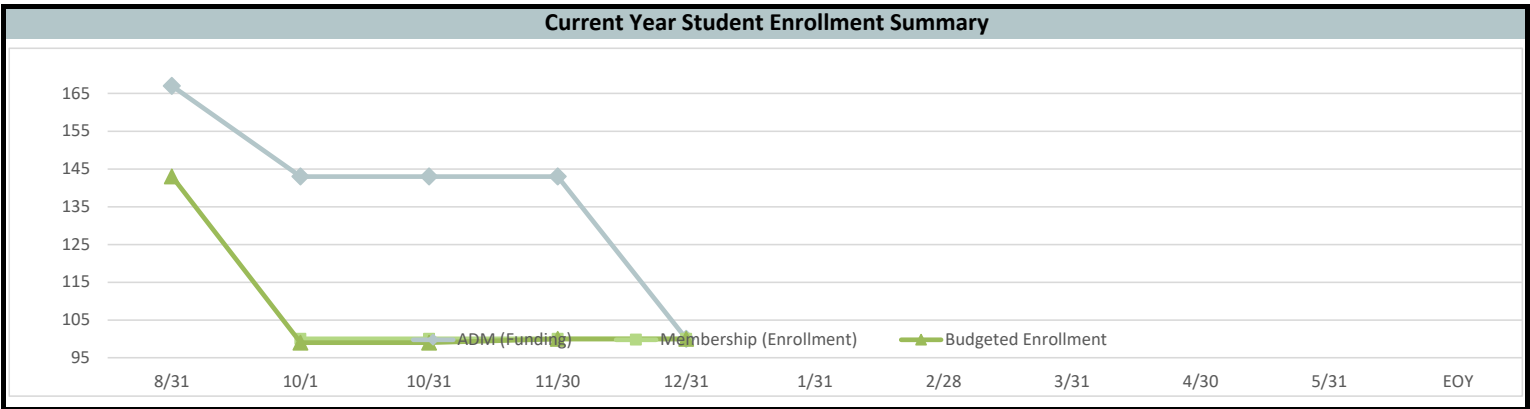
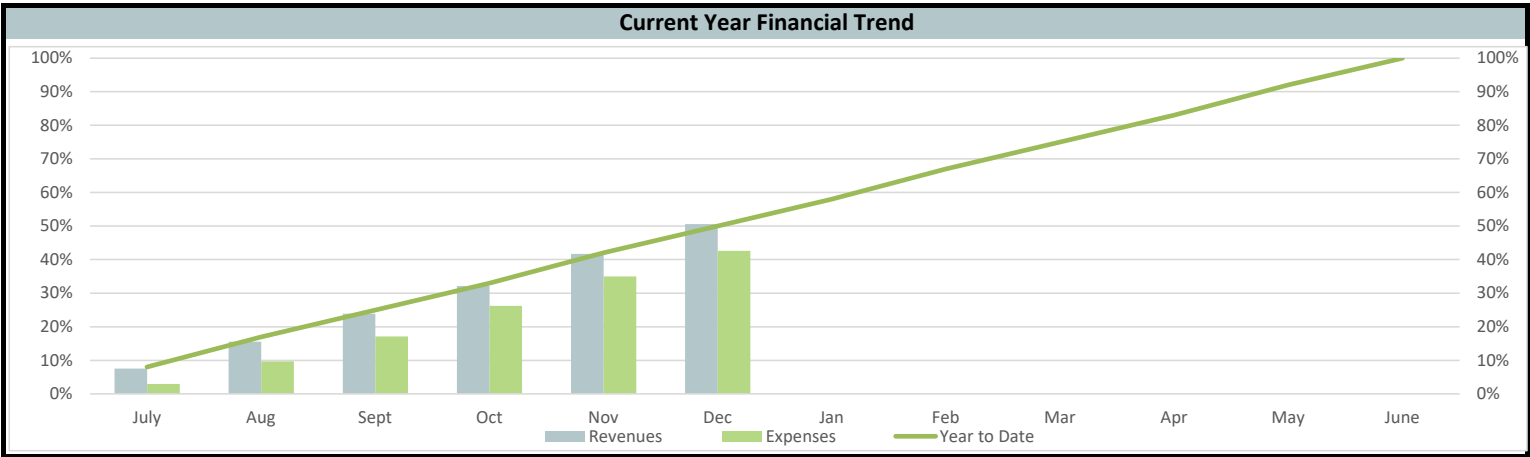


How the money is budgeted to be spent:



Fund Balance History





**Three Rivers Montessori
Elk River, Minnesota
Balance Sheet
As of December 31, 2023**

	Audited Balance 7-1-2023	Month Ending Balance
Assets		
Current Assets		
101 Main Bank	\$ 171,912	\$ 150,418
101 Savings Bank	400	-
115 Accounts receivable	1,327	-
121 State aids receivable	126,116	4,943
Current year state holdback		179,742
122 Federal aids receivable through MDE	50,530	36,312
131 Prepaid expenses	14,397	-
Total all assets	<u>\$ 364,682</u>	<u>\$ 371,415</u>
Liabilities and Fund Balance		
Current Liabilities		
201 Salaries and wages payable	\$ 28,639	\$ 12,437
206 Accounts payable	33,093	-
215 Payroll deductions and contributions payable	19,908	8,555
230 Deferred revenue - lunch accounts	2,215	-
Total liabilities	<u>83,855</u>	<u>20,992</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	-	69,596
Total fund balance	<u>280,827</u>	<u>350,423</u>
Total liabilities and fund balance	<u>\$ 364,682</u>	<u>\$ 371,415</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 December 31, 2023**

	Months to Date		6	50.00%
	2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of Working Budget
Projected Enrollment	167	100	100.00	100.00%
Weighted Average Daily Membership	167.00	100.00	100.00	100.00%
General Fund - 01				
Revenues				
State Revenues				
211 General education aid	1,276,007	892,597	506,136	56.70%
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	29.33%
369 Hourly worker unemployment	-	32,438	29,194	90.00%
071 Medical assistance billing revenue	-	1,000	826	82.65%
999 Prior year over/under accrual	60,000	20,000	-	0.00%
Estimated state holdback	-	-	179,742	
Total state revenues	2,079,632	1,667,334	842,127	50.51%
Federal Revenues				
401 414 Title programs	2,078	17,420	2,408	13.82%
419 425 Special education aid	27,522	28,155	30,601	108.69%
499 CRF/CARES	12,661	15,600	15,600	100.00%
Total federal revenues	42,262	61,175	48,609	79.46%
Local Revenues				
Deposits without documentation				
050 Fees collected	8,245	8,245	3,614	43.83%
096 Gifts and donations	3,521	3,521	500	14.20%
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	23,904	33,904	14,195	41.87%
Total revenues	\$ 2,145,798	\$ 1,762,413	\$ 904,931	51.35%
Expenditures				
General Fund				
100 Salaries	700,448	595,057	255,843	42.99%
200 Benefits	168,759	147,732	61,050	41.33%
Projected salaries and benefits payable			21,083	
Total salaries, wages, and benefits payable	869,207	742,788	337,976	45.50%
305 Contracted services	214,200	214,200	81,065	37.85%
315 Contracted technology services	2,000	4,000	1,240	31.00%
320 Communications services	5,100	5,100	2,188	42.91%
329 Postage	1,231	1,231	-	0.00%
330 Utilities cost	24,627	24,627	11,554	46.92%
340 Property and liability insurance	15,245	15,245	6,357	41.70%
350 Repairs and maintenance	10,261	20,502	14,917	72.76%
360 Contracted transportation - Field Trips	410	1,000	479	47.85%
366 Travel, conferences and staff training	3,899	13,899	13,465	96.87%
369 Field trips and other student fees	257	1,500	1,186	79.07%
348-370 Building lease cost	258,003	198,003	119,786	60.50%
335 Other rentals and operating leases	3,078	1,020	340	33.33%
380 Computer and tech related hardware rentals	5,131	8,142	4,955	60.86%
401 Supplies - non instructional	19,753	12,100	9,133	75.48%
405 Non instructional software and license fees	8,869	13,400	11,153	83.23%
406 Instructional software and license fees	3,592	3,592	2,144	59.69%
430 Instructional supplies	12,314	7,521	1,384	18.40%
455 Non-instructional technology supplies	7,696	4,701	168	3.57%
456 Instructional technology supplies	1,026	627	367	58.51%
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		6	50.00%
		2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of 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>636,474</i>	<i>47.80%</i>
Title Programs					
100	Salaries	-	14,620	2,086	14.27%
200	Benefits	-	2,414	322	13.35%
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>2,408</i>	<i>13.82%</i>
State Special Education					
100	Salaries	324,069	352,643	101,752	28.85%
200	Benefits	76,187	84,326	23,892	28.33%
394	Special education fees for services	102,614	102,614	24,639	24.01%
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>150,283</i>	<i>27.62%</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	2,239	125.13%
401	Supplies - non instructional	1,149	-	-	0.00%
405	Non instructional software	-	1,186	1,186	99.98%
433	Individualized instructional materials	-	1,500	3,462	230.77%
	<i>Subtotal federal special education expenditures</i>	<i>27,522</i>	<i>28,155</i>	<i>30,601</i>	<i>108.69%</i>
Federal CRF/CARES					
100	Salaries	9,120	13,890	13,889	99.99%
200	Benefits	1,541	1,685	1,685	100.03%
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>
	<i>Subtotal all expenditures</i>	<i>2,052,145</i>	<i>1,936,831</i>	<i>835,366</i>	<i>43.13%</i>
	Transfer to food service fund	-	11,342	-	
	Transfer to community service fund	-	3,045	-	
	Total expenditures	\$ 2,052,145	\$ 1,951,218	\$ 835,366	42.81%
	General fund net income	\$ 93,653	\$ (188,806)	\$ 69,564	

Food Services Fund - 02

Revenues					
300	State revenues	\$ 6,533	\$ 15,000	\$ 10,561	70.41%
400	Federal revenues	\$ 85,170	\$ 40,970	19,115	46.66%
474	USDA commodities received	\$ -	\$ -	-	0.00%
600s	Sales of lunches, breakfasts, and milk	\$ -	\$ -	203	0.00%
	<i>Subtotal revenues</i>	<i>91,703</i>	<i>55,970</i>	<i>29,879</i>	<i>53.38%</i>
	Transfer from General Fund	-	11,342	-	
	Total revenues	\$ 91,703	\$ 67,312	\$ 29,879	44.39%
Expenditures					
100	Salaries	19,000	11,970	6,059	50.62%
200	Benefits	5,611	1,897	918	48.39%
300	Purchased services	1,530	1,530	385	25.16%
401	Supplies and materials	2,052	2,052	1,303	63.49%
490/495	Food and milk	81,578	49,826	25,552	51.28%
491	Federal commodities used	-	-	-	0.00%
820	Dues, memberships, other fees	-	36	866	0.00%
	Total expenditures	\$ 109,772	\$ 67,312	\$ 35,083	52.12%
	Food services fund net income	\$ (18,069)	\$ -	\$ (5,204)	

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		Months to Date		6	50.00%
		2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of Working Budget
Community Services Fund - 04					
Revenues					
50	Before and After care fees	\$ 61,630	\$ 32,642	18,343	56.19%
40	Preschool fees		\$ 20,250	-	0.00%
	Subtotal revenues	61,630	52,892	18,343	34.68%
	Transfer from General Fund	-	3,045	-	
	Total revenues	\$ 61,630	\$ 55,937	\$ 18,343	32.79%
Expenditures					
Before and After care expenditures					
100	Salaries	43,782	19,250	11,146	57.90%
200	Benefits	7,971	3,502	1,707	48.73%
300	Purchased services	1,020	1,020	-	0.00%
401	Supplies and materials	875	875	98	11.16%
Preschool expenditures					
100	Salaries	-	26,400	-	0.00%
200	Benefits	-	4,390	-	0.00%
430	Supplies and materials	-	500	158	31.57%
	Total expenditures	\$ 53,648	\$ 55,937	\$ 13,108	23.43%
Community services fund net income		\$ 7,982	\$ -	\$ 5,235	
Total All Funds					
Revenues					
	State revenues	\$ 2,086,165	\$ 1,682,334	\$ 852,688	50.68%
	Federal revenues	127,432	102,145	67,724	66.30%
	Local revenues	85,535	86,797	32,741	37.72%
	Fund transfers	-	14,387	-	
	Total revenues	\$ 2,299,131	\$ 1,885,662	\$ 953,152	50.55%
Expenditures					
	Salaries and wages	\$ 1,096,419	\$ 1,033,830	\$ 411,858	39.84%
	Employee benefits	260,069	245,946	89,574	36.42%
	Purchased services	677,060	639,104	308,510	48.27%
	Supplies and materials	154,631	113,780	62,425	54.86%
	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%
	Fund transfers	-	14,387	-	0.00%
	Total expenditures	\$ 2,215,565	\$ 2,074,468	\$ 883,399	42.58%
	Total revenues all funds	\$ 2,299,131	\$ 1,885,662	\$ 953,152	50.55%
	Total expenditures all funds	2,215,565	2,074,468	883,557	42.59%
Net income - all funds		\$ 83,566	\$ (188,806)	\$ 69,596	
Beginning fund balance, district wide		280,827	280,827	280,827	
Ending fund balance, district wide		364,393	92,022	350,423	

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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		
											Beginning Balance	\$ 172,312
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	86,725	20,634	4,636	-	7	112,002	65,350	85,068	-	150,418	150,418	
Jan 31	121,784	18,763	5,909	-	4,104	150,561	65,000	112,000	-	177,000	123,979	
Feb 28	106,628	6,763	5,909	50,000	580	169,880	65,000	110,000	-	175,000	118,859	
Mar 31	113,884	6,763	5,909	-	-	126,555	65,000	112,000	-	177,000	68,414	
Apr 30	106,356	18,763	5,909	50,000	13,947	194,975	65,000	112,000	-	177,000	86,389	
May 31	106,530	6,763	5,909	25,000	-	144,202	65,000	112,000	-	177,000	53,591	
June 30	106,356	6,763	5,909	-	100,000	219,028	65,000	100,000	50,000	215,000	57,619	
Totals	1,326,650	103,511	71,821	-	290,335	1,792,316	702,359	1,277,596	-	1,979,955	57,619	
Projected Cash Flow for FY2024-2025												
Jul 31	135,000	5,000	4,000	-	10,000	154,000	34,500	71,908	25,000	131,408	80,210	
Aug 31	135,000	5,000	2,000	-	65,853	207,853	40,000	125,000	25,000	190,000	98,064	
Sept 30	135,000	10,000	7,000	-	49,390	201,390	75,000	125,000	25,000	225,000	74,454	
Oct 31	135,000	20,000	7,000	-	32,927	194,927	75,000	125,000	-	200,000	69,381	

Assumptions: 10% State Aid Holdback

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
District 4266**

Supplemental Information

December 31, 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
1536	4266	ERCH	CR1223													
FY24 MMB FIN164 Dep 12/7/23																
				1555	Credit	A	12/07/23	Wire	1	1001	MDE					
							4266 R 01 005 000 013 164 400				FY24 PFY Expanded Summer				12,296.66	0.00
														Receipt Total:	\$12,296.66	\$0.00
														Deposit Total:	\$12,296.66	\$0.00
1537	4266	ERCH	CR1223													
IDEAS Pymt 12/15/23																
				1556	Credit	A	12/15/23	Wire	1	1001	MDE					
							4266 R 01 005 000 000 000 211				FY24 General Education Char				57,016.26	0.00
							4266 R 01 005 000 000 000 369				FY24 Hrly Worker Unemployrn				29,193.96	0.00
														Receipt Total:	\$86,210.22	\$0.00
														Deposit Total:	\$86,210.22	\$0.00
1538	4266	ERCH	CR1223													
FY24 MMB FS Dep 12/21/23																
				1557	Credit	A	12/21/23	Wire	1	1002	SERVS					
							4266 R 02 005 770 000 701 471				FY24 HHFKA Lunch				661.36	0.00
							4266 R 02 005 770 000 701 471				FY24 Regular Lunch				444.40	0.00
							4266 R 02 005 770 000 701 471				FY24 HHFA Lunch				166.00	0.00
							4266 R 02 005 770 000 705 476				FY24 Breakfast				1,401.26	0.00
							4266 R 02 005 770 000 701 472				FY24 Free-Reduced Lunch				1,701.20	0.00
							4266 R 02 005 770 000 705 300				FY24 State Breakfast				1,248.10	0.00
							4266 R 02 005 770 000 701 300				FY24 State Lunch				2,715.01	0.00
														Receipt Total:	\$8,337.33	\$0.00
														Deposit Total:	\$8,337.33	\$0.00
1539	4266	ERCH	CR1223													
IDEAS Pymt 12/29/23																
				1558	Credit	A	12/29/23	Wire	1	1001	MDE					
							4266 B 01 121 000				FY23 General Education Char				7.32	0.00
														Receipt Total:	\$7.32	\$0.00
														Deposit Total:	\$7.32	\$0.00
1540	4266	ERCH	CR1223													
FY24 Deposit 12/11/23																
				1559	Credit	A	12/11/23	Check	1	M	Miscellaneous Customer					
							4266 R 01 005 000 000 000 096				FY24 Donations				500.00	0.00
														Receipt Total:	\$500.00	\$0.00
														Deposit Total:	\$500.00	\$0.00

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
1541	4266	ERCH	CR1223													
FY24 Deposit 12/11/23				1560	Credit	A	12/11/23	Check	1	PATH	Pathfinders					
							4266	R	04	005	570	000	000	050		FY24 Pathfinders
															515.00	0.00
Receipt Total:														\$515.00	\$0.00	
Deposit Total:														\$515.00	\$0.00	
1542	4266	ERCH	CR1223													
FY24 Deposit 12/20/23				1561	Credit	A	12/20/23	Check	1	M	Miscellaneous Customer					
							4266	R	01	005	000	000	000	050		FY24 E2 Field Trips
															256.00	0.00
Receipt Total:														\$256.00	\$0.00	
Deposit Total:														\$256.00	\$0.00	
1543	4266	ERCH	CR1223													
FY24 Deposit 12/20/23				1562	Credit	A	12/20/23	Check	1	M	Miscellaneous Customer					
							4266	R	01	005	000	000	000	050		FY24 Mill City Field Trip
															115.00	0.00
Receipt Total:														\$115.00	\$0.00	
Deposit Total:														\$115.00	\$0.00	
1544	4266	ERCH	CR1223													
FY24 SpEd MA IEP Dep 12/20/23				1563	Credit	A	12/20/23	Check	1	1001	MDE					
							4266	R	01	005	000	000	372	071		FY24 Med Assist Fr Dept of H
															514.63	0.00
Receipt Total:														\$514.63	\$0.00	
Deposit Total:														\$514.63	\$0.00	
1545	4266	ERCH	CR1223													
FY24 Deposit 12/20/23				1564	Credit	A	12/20/23	Check	1	VOL	Volunteer Background Chec					
							4266	E	01	005	105	000	000	305		FY24 Vol. Background
															20.00	0.00
Receipt Total:														\$20.00	\$0.00	
Deposit Total:														\$20.00	\$0.00	
1546	4266	ERCH	CR1223													
FY24 Deposit 12/20/23				1565	Credit	A	12/20/23	Check	1	PATH	Pathfinders					
							4266	R	04	005	570	000	000	050		FY24 Pathfinders
															825.00	0.00
Receipt Total:														\$825.00	\$0.00	
Deposit Total:														\$825.00	\$0.00	

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
1547	4266	ERCH	CR1223													
FY24 Cobra Dep	12/8/23			1566	Credit	A	12/08/23	Check	1	M	Miscellaneous Customer					
							4266 B 01 215 017				FY24 Cobra HSA				834.69	0.00
														Receipt Total:	\$834.69	\$0.00
														Deposit Total:	\$834.69	\$0.00
1548	4266	ERCH	CR1223													
FY24 JMC Deposits - Dec 2023				1567	Credit	A	12/29/23	Wire	1	PATH	Pathfinders					
							4266 R 04 005 570 000 000 050				FY24 Pathfinders				1,570.00	0.00
														Receipt Total:	\$1,570.00	\$0.00
														Deposit Total:	\$1,570.00	\$0.00
														Report Total:	\$112,001.85	\$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		3791		Wire	1	1034	Minnesota Department of Revenue		No	Yes	No	12/15/2023		1,333.24
ERCH		3792		Wire	1	1035	PERA		No	Yes	No	12/15/2023		2,446.34
ERCH		3793		Wire	1	1036	TRA		No	Yes	No	12/15/2023		4,273.88
ERCH		3794		Wire	1	1037	IRS		No	Yes	No	12/15/2023		8,557.66
ERCH		3795		Wire	1	1017	The Bank of Elk River		No	Yes	No	12/29/2023		10.00
ERCH		3796		Wire	1	1023	The Hanover Insurance Group		No	Yes	No	12/29/2023		1,059.82
ERCH		3797		Wire	1	1048	Charter Schools Development Corp		No	Yes	No	12/29/2023		13,036.09
ERCH		3798		Wire	1	1059	jmc		No	Yes	No	12/29/2023		9.97
ERCH		3799		Wire	1	1097	TSYS		No	Yes	No	12/29/2023		38.10
ERCH		3800		Wire	1	1141	Alerus		No	Yes	No	12/29/2023		100.00
ERCH		3801		Wire	1	1141	Alerus		No	Yes	No	12/29/2023		100.00
ERCH		3802		Wire	1	1141	Alerus		No	Yes	No	12/29/2023		2.75
ERCH		3803		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	12/29/2023		254.73
ERCH		3804		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	12/29/2023		94.22
ERCH		3805		Wire	1	1164	Elk River Municipal Utilities		No	Yes	No	12/29/2023		778.85
ERCH		3806		Wire	1	1219	KPAY TLM		No	Yes	No	12/29/2023		200.00
ERCH		3807		Wire	1	1229	Bill.com		No	Yes	No	12/29/2023		90.84
ERCH		3808		Wire	1	1231	Iron Mountain		No	Yes	No	12/29/2023		156.22
ERCH		3810		Wire	1	1034	Minnesota Department of Revenue		No	No	No	12/29/2023		1,467.71
ERCH		3811		Wire	1	1035	PERA		No	No	No	12/29/2023		2,663.47
ERCH		3812		Wire	1	1036	TRA		No	No	No	12/29/2023		4,635.92
ERCH		3813		Wire	1	1037	IRS		No	No	No	12/29/2023		9,391.14
ERCH		3814		BP	1	1022	The McDowell Agency, Inc.		No	Yes	No	12/15/2023		82.00
ERCH		3815		BP	1	1049	The Hartford		No	Yes	No	12/15/2023		480.73
ERCH		3816		BP	1	1056	Maxs Mowing N More, Inc.		No	Yes	No	12/15/2023		1,860.00
ERCH		3817		BP	1	1065	Charter Communications		No	Yes	No	12/15/2023		314.94
ERCH		3818		BP	1	1069	Loffler Companies, Inc.		No	Yes	No	12/15/2023		94.22
ERCH		3819		BP	1	1070	Ace Solid Waste, Inc.		No	Yes	No	12/15/2023		293.38
ERCH		3820		BP	1	1089	Rebecca McMullen		No	Yes	No	12/15/2023		300.00
ERCH		3821		BP	1	1165	CenterPoint Energy		No	Yes	No	12/15/2023		498.81
ERCH		3822		BP	1	1217	Countryside Delivery		No	Yes	No	12/15/2023		875.00
ERCH		3823		BP	1	1245	Integrative Therapy		No	Yes	No	12/15/2023		1,000.00
ERCH		3824		BP	1	1245	Integrative Therapy		No	Yes	No	12/15/2023		1,677.50
ERCH		3825		BP	1	1266	ECM Publishers Inc		No	Yes	No	12/15/2023		300.00
ERCH		3826		BP	1	1266	ECM Publishers Inc		No	Yes	No	12/15/2023		650.00
ERCH		3827		BP	1	1267	Keys to Communication		No	Yes	No	12/15/2023		4,477.50
ERCH		3828		BP	1	1063	Designs for Learning		No	Yes	No	12/29/2023		23.75
ERCH		3829		BP	1	1106	Met Life Insurance		No	Yes	No	12/29/2023		462.69
ERCH		3830		BP	1	1215	LISA'S CATERING CORP		No	Yes	No	12/29/2023		7,714.62

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		3831		BP	1	1216	Midwest Studies Groups		No	Yes	No	12/29/2023	1,000.00
ERCH		3832		BP	1	1217	Countryside Delivery		No	Yes	No	12/29/2023	533.10
ERCH		3833		BP	1	1226	Canon Financial Services Inc		No	Yes	No	12/29/2023	695.75
ERCH		3834		BP	1	1233	BerganKDV		No	Yes	No	12/29/2023	5,250.00
ERCH		3835		BP	1	1237	Buisness Essentials		No	Yes	No	12/29/2023	94.33
ERCH		3836		BP	1	1245	Integrative Therapy		No	Yes	No	12/29/2023	1,270.25
ERCH		3837		BP	1	1271	Math Teachers Press Inc		No	Yes	No	12/29/2023	1,617.00
ERCH		3838		BP	1	1272	The Master Teacher		No	Yes	No	12/29/2023	370.00
ERCH		3839		Wire	1	1234	Divvy		No	Yes	No	12/04/2023	1,026.29
ERCH		3840		Wire	1	1234	Divvy		No	Yes	No	12/18/2023	1,315.37
ERCH		3809	1130	Check	1	1243	PELSB		Yes	Yes	No	12/05/2023	90.25
Bank Total:												\$85,068.43	
Report Total:												\$85,068.43	



January Director Updates

ENROLLMENT UPDATE

Kindergarten	19
1st Grade	17
2nd Grade	20
3rd Grade	11
4th Grade	17
5th Grade	13
6th Grade	3
TOTAL	100

STAFFING UPDATE

1. One paraprofessional opening



2024-2025 ENROLLMENT UPDATE:

- **K-5 Enrollment Applications**
 - Kindergarten - 14
 - First Grade - 1
 - Second Grade - 1
 - Third Grade - 1
 - Fourth Grade - 0
 - Fifth Grade - 0
 - **Preschool Enrollment Applications**
 - Three Year Olds - 0
 - Four Year Olds - 1
-

- **K-5 Enrollment Projections**
 - Kindergarten - 16
 - First Grade - 19
 - Second Grade - 17
 - Third Grade - 20
 - Fourth Grade - 11
 - Fifth Grade - 17
 - Sixth Grade - 7
 - **TOTAL = 107**
- **Preschool Enrollment Projections**
 - Three Year Olds - 0
 - Four Year Olds - 3
 - **TOTAL = 3**

Grand Total: 111



Application to Serve as a TRM Board Member Policy Cont.

Applicant Name Jenny Hepokoski

If applicable, name(s) of children attending TRM

Jack Hepokoski
Ben Hepokoski

Address 7510 Ohland Ave NE
Otsego, MN 55330

Telephone (cell) 651-270-2209

Email address jenny.hepokoski@gmail.com

Background (please provide a brief background of your qualifications and skills) I am a Speech Language Pathologist by background with 10 years in medical setting experience and 4 1/2 years working in an elementary school. I have a pretty good understanding of Special Education services also.

Why do you wish to serve as a member of the board?
I want to be more involved with the school my children attend. Part of why we chose TRM for our kids, aside from the Montessori style education, is for that smaller, community feel in a school.

Have you had previous experience serving on a board? YES NO
If yes, please name the board _____

If elected, what primary issues would you hope to address?
I would like to continue to work on growing the TRM community and school for long-term success, so that this school remains as another education option for all students in our community.

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 seven (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 Advisory 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. *Development Committee*. The Development Committee shall plan and supervise all fundraising activities of the Corporation. The Development Committee shall be chaired by a Director.
 - b. *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.
 - c. *Review Committee*. The School Review Committee shall facilitate the formal review of the Executive Director and report overall performance to the Board of Directors as well as make recommendations for any and all action to be taken, including, but not limited to, removal of the Executive Director, negotiation of the Executive Director's offer letter, and any action taken in regards to the Executive Director's role and position. The Review Committee shall also perform reviews of relevant purchases above the Executive Director's threshold for approval and to move forward for a full Board of Directors vote.
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 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.

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

	<u>Tier 1</u> Licensed Staff	<u>Tier 2</u> Licensed Staff	<u>Tier 3</u> Licensed Staff	<u>Tier 4</u> Licensed Staff and/or AMI/AMS certification
Child 1 Discount	40% Discount	60% Discount	80% Discount	100% Discount
Additional Children	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)

	<u>Years 1-3 w/TRM</u>	<u>Years 4-6 w/TRM</u>	<u>Years 7-9 w/TRM</u>	<u>Years 10+ w/TRM</u>
Child 1 Discount	40% Discount	60% Discount	80% Discount	100% Discount
Additional Children	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>	<u>Years 4-6 w/TRM</u>	<u>Years 7-9 w/TRM</u>	<u>Years 10+ w/TRM</u>
Child 1 Discount	40% Discount	60% Discount	80% Discount	100% Discount
Additional Children	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



Student Transportation Safety Policy

Date Created: 06/09/2020

Approved By: TRM Board of Directors

Date Approved: 06/16/2020

Date Updated:

Student Transportation Safety Policy

PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week and/or students will be offered participation in the bus safety training offered by the district providing transportation (ISD728). The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades Kindergarten (K) through 6th Grade with age-appropriate school bus safety training of the following concepts:
 - a. Transportation by school bus is a privilege, not a right;
 - b. School district policies for student conduct and school bus safety;
 - c. Appropriate conduct while on the bus;
 - d. The danger zones surrounding a school bus;
 - e. Procedures for safely boarding and leaving a school bus;
 - f. Procedures for safe vehicle lane crossing; and
 - g. School bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. Students in grades K through 6 who enroll in school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
4. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
5. The school district may provide Kindergarten students with school bus safety training before the first day of school.



Student Transportation Safety Policy Cont.

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses.

B. Consequences for school bus/bus stop misconduct will be imposed by the school. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules: Students are expected to follow school bus safety rules posted on every bus. If these rules are broken, the school's discipline procedures will be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges.

2. Rules at the BUS STOP may include but not be limited to the following:

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language (no curse words or topics surrounding sexual references or drugs/alcohol).
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

C. Rules ON THE BUS may include but not be limited to the following:

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward (versus turning around in your seat or in the aisle).
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.



Student Transportation Safety Policy Cont.

4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Generally, consequences are progressive and may include warnings, detentions, temporary suspension of bus privileges, and permanent suspension of bus privileges. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of school leadership. Parents or guardians will be notified of any suspension of bus privileges.

1st offense – warning

2nd offense – 3 day suspension from riding the bus

3rd offense – 5 day suspension from riding the bus

4th offense – 10 day suspension from riding the bus

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(a.) Records

Records of school bus/bus stop misconduct will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(b.) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(c.) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.



Student Transportation Safety Policy Cont.

PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

LEGAL REFERENCES

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972) 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)



Student Medication Policy

Date Created: 01/17/2020

Approved By: TRM Board of Directors

Date Approved: 01/21/2020

Date Updated:

Student Medication Policy

PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The School Director, or designee, may administer prescribed medications in accordance with law and school district procedures.

REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed, signed request from the student's parent.
- B. A "Medication/Treatment Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The School Director, or designee, may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student and will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (Individualized Education Plan), Section 504 Plan, or IHP (Individual Health Plan).
- F. The school must be notified immediately by the parent or guardian in writing of any change in the student's prescription medication administration. A new Medication/Treatment Authorization form and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 Plan, or IHP.



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- H. The School Director, or other designated person, shall be responsible for the appropriate filing of the Medication/Treatment Authorization form
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by the School Director or designee to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.
- K. TRM may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.



Student Medication Policy Cont.

L. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy, suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicine that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. The school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. The inhaler is properly labeled for that student; and
 - c. The parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

5. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
 - a. The pupil may possess the epinephrine; or
 - b. The pupil is unable to possess the epinephrine, but requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)

Minn. Stat. § 121A.21 (Hiring of Health Professional)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.221 (Possession and use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.2205 (Possession and Use of Non-Syringe Injectors of Epinephrine; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers) 20 U.S.C. 1400, et seq. (IDEA) 20 U.S.C. 794, et seq. (Section 504)

Cross References: TRM Drug-Free Workplace/Drug-Free School Policy