

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, February 20th, 2024 at 6:00 p.m.

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

Sent to OW - 02/15/2024 | Placed on Website - 02/15/2024

I. CALL TO ORDER by

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 01/16/24
 - b. APPROVAL: Student Medication Policy

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. January Month End Financials
 - i. **ACTION ITEM:** Approve Prior Month Financial Report
 - ii. **ACTION ITEM:** Approve Prior Month Expenditures
- b. Line of Credit Renewal Update
- c. Capital Improvement Subcommittee discussion

VII. INFORMATION ITEMS

1. Enrollment Update
2. Staffing Update
3. 2024-2025 Enrollment Update
4. MDE Food Service Review/Audit
5. Special Education Update with Katie Zehowski, SPED Director
6. NWEA Map Testing Results for Winter 2024

IX. DISCUSSION ITEMS

1. APPROVAL: Children's House New Logo Design
2. APPROVAL: Executive Director/Board Relations Handbook
3. Policy Reviews
 - a. Electronic Funds Transfer Policy - New, Authorizer mandated
 - b. Fund Balance Policy - New, Authorizer mandated
 - c. Teacher & Staff Evaluation Policy - New, Authorizer mandated
 - d. School Curriculum & Instructional Goals Policy - New, Authorizer mandated
 - e. Acceptance of Gifts/Donations Policy - New, Authorizer mandated
4. Sharing of ED Evaluation Rubric for 2023-2024
5. Update on 2024 Board Election Timelines and Details
 - a. Annual Meeting on 05/21/2024 with election results to be shared

Notes from previous meeting below:

- i. Seats are not currently staggered on the board roster, secretary will determine staggering and what seats are up for election this year*
- ii. Board discusses succession planning and questions what strategies to implement to gain new board members (advertising)*
- iii. Any members not looking to renew will let the board know before the February board meeting*

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, March 19th, 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, 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: Brooke Blomker in Chairperson, Chris Castagneri's absence at 6:02pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Lydia Skadberg, no conflicts; Josh Green, no conflicts; Time Eilrich, no conflicts; Nikki Patterson, no conflicts; Brooke Blomker, no conflicts
2. Board Members Absent: Chris Castagneri
3. Other Attendees: Anna Nation, Director of Teaching and Learning; Antonio Kuklok, Ex Officio, Executive Director

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. Seconded: Tim Eilrich
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried

V. CONSENT AGENDA

1. **ACTION ITEMS:**
 - a. APPROVAL: TRM Regular Board Meeting Minutes 12/19/23
 - i. Motion to Approve: Tim Eilrich
 - ii. Seconded: Lydia Skadberg
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. December Month End Financials
 - i. **ACTION ITEM:** Approve Prior Month Financial Report
 1. Motion to Approve: Tim Eilrich
 2. Seconded: Lydia Skadberg
 3. Further Discussion: None

4. Vote: Unanimous, Motion carried
- ii. **ACTION ITEM:** Approve Prior Month Expenditures
 1. Motion to Approve: Tim Eilrich
 2. Seconded: Lydia Skadberg
 3. Further Discussion: None
 4. Vote: Unanimous, Motion carried
- b. Line of Credit Renewal Update - Line of credit renewal in process, signatures to come in late January
- c. Capital Improvement Subcommittee discussion - Executive Director will send simple survey question to families/staff and return results at February Finance/board meeting

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 - Will check on her term designation and length
 - a. Motion to Approve: Lydia Skadberg
 - b. Seconded: Josh Green
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion carried
2. APPROVAL: TRM Bylaws - Updated
 - a. Motion to Approve: Lydia Skadberg
 - b. Seconded: Nikki Patterson
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion carried
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.*
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Tim Eilrich
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried
4. Policy Reviews
 - a. Student Transportation Safety Policy - Update
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried
 - b. Medication Policy - Update

- i. Updates suggested around language for Narcan, field trips and administration of medication, will update and bring to February meeting for a vote
5. Determine 2024 Board Election Timelines and Details
 - a. Annual Meeting on 05/21/2024 with election results to be shared
 - i. Seats are not currently staggered on the board roster, secretary will determine staggering and what seats are up for election this year
 - ii. Board discusses succession planning and questions what strategies to implement to gain new board members (advertising)
 - iii. Any members not looking to renew will let the board know before the February board meeting

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
 - a. Lydia Skadberg will be absent
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

- v. Motion to Adjourn: Brooke Blomker
- vi. Seconded: Tim Eilrich
- vii. Further Discussion: None
- viii. Vote: Unanimous, Motion carried

Meeting ended at 6:52pm



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.



Student Medication Policy Cont.

- H. The School Director, or other designated person, shall be responsible for the appropriate filing of the Medication/Treatment Authorization form. As soon as families/guardians have updated health or allergy plans, they will share these and any directives with the school.
- 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.
- L. Per Mn Statute 121A.224 A school district or charter school must maintain a supply of opiate antagonists, as defined in section 604A.04, subdivision 1, at each school site to be administered in compliance with section 151.37, subdivision 12. Each school building must have two doses of nasal naloxone available on-site. Per Mn Statute 151.37 Subd.12, school personnel may administer naloxone in a school setting if the need arises. School personnel will utilize the MDH Naloxone School Toolkit for information and recommendations regarding the storage and possible use of Naloxone.

<https://www.health.state.mn.us/people/childreneyouth/schoolhealth/toolkit.html>



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



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

Financial Statements

January 31, 2024

**Three Rivers Montessori
Elk River, Minnesota
January 2024 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 (\$189,460). This would result in a projected cumulative fund balance of \$91,367 or 4.4% of expenditures at fiscal year-end.

Financial Statement Key Points

- * As of month-end, 58.3% of the year was complete.
- * Cash Balance as of the reporting period is \$74,814, down from the previous month of \$150,418. This is to be expected now that the bulk of FY23 holdback has been paid back.
- * Revenues received at end of the reporting period – 58.29%
- * Expenditures disbursed at end of the reporting period – 49.95%

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.

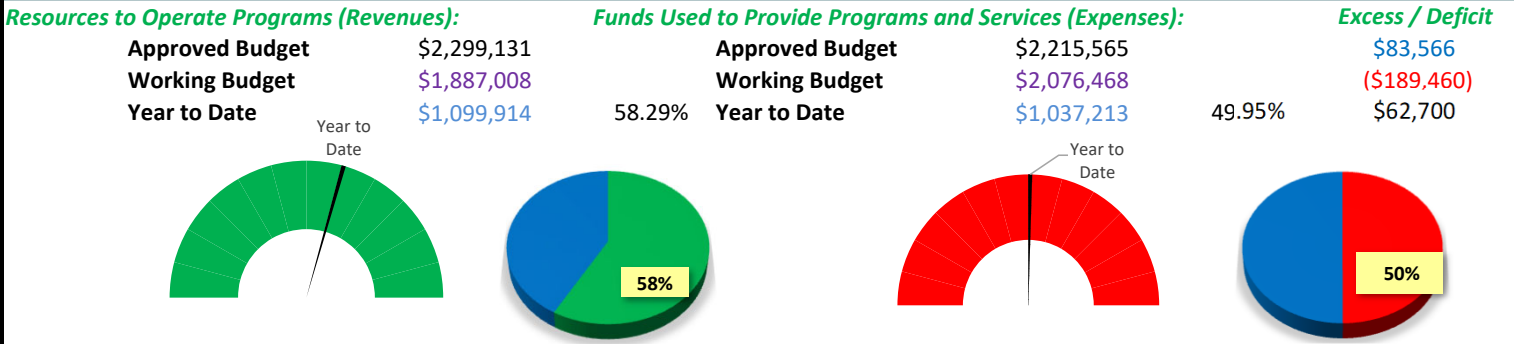
Supplemental Information (see separate attachments)

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@creativeplanning.com should you have any questions related to the financial statements.

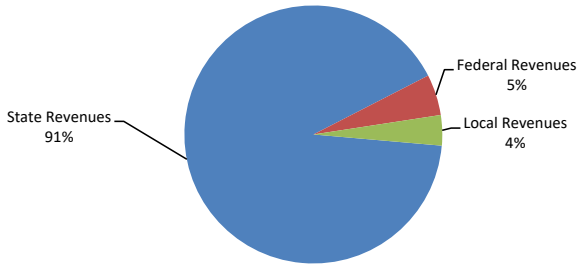
**Three Rivers Montessori
Elk River, Minnesota
Financial Statements Dashboard
As of January 31, 2024**

Financial Summary - Budgeted Amounts and Year to Date Activity

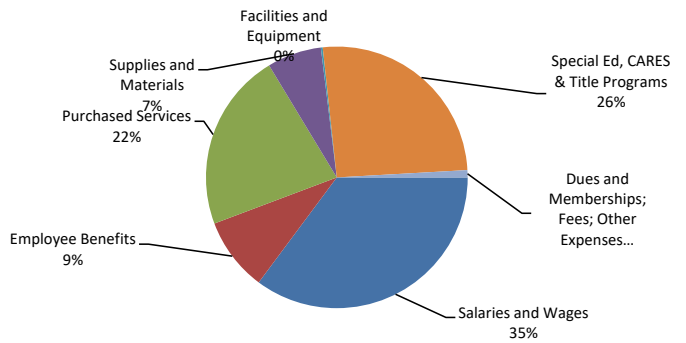


Budgets for the Year

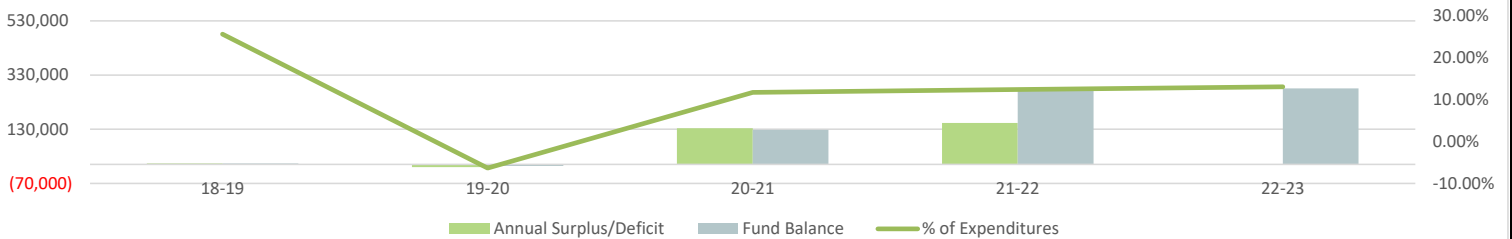
Where funds will come from to operate the school:

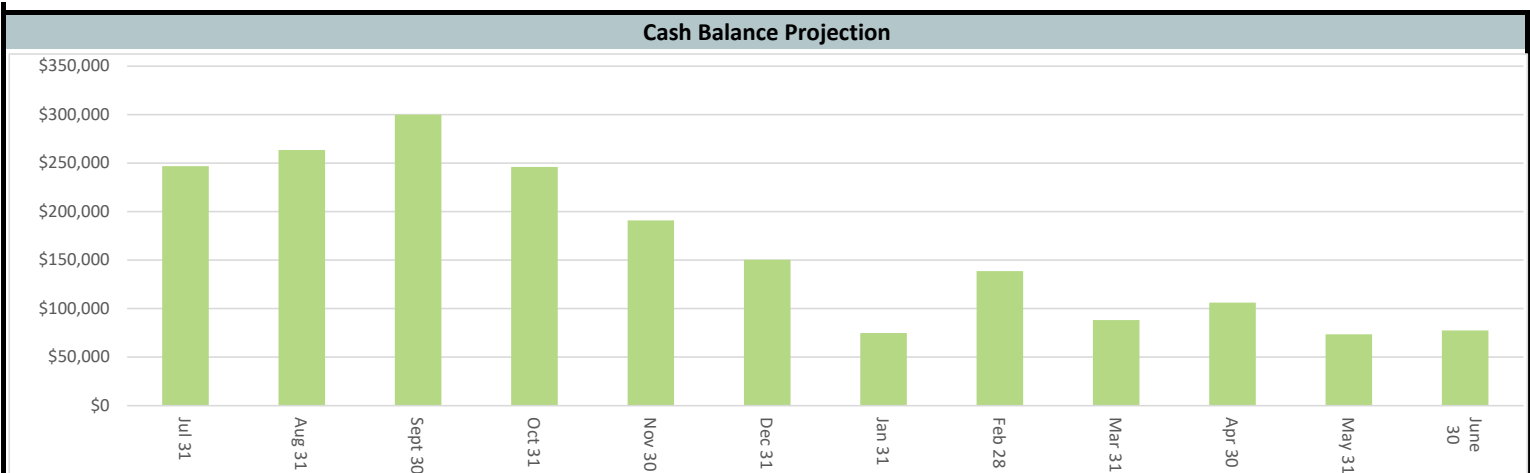
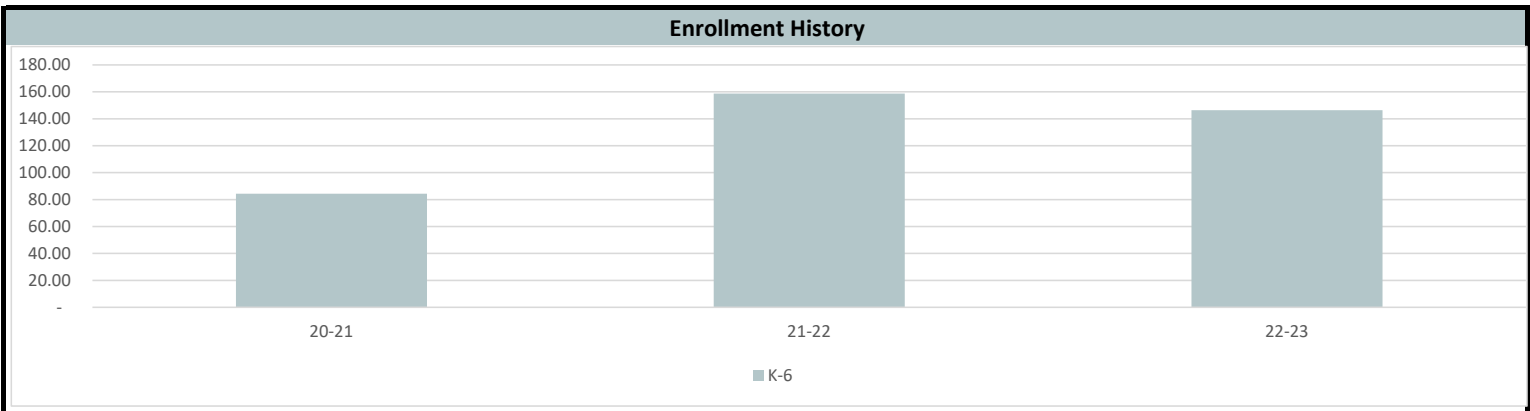
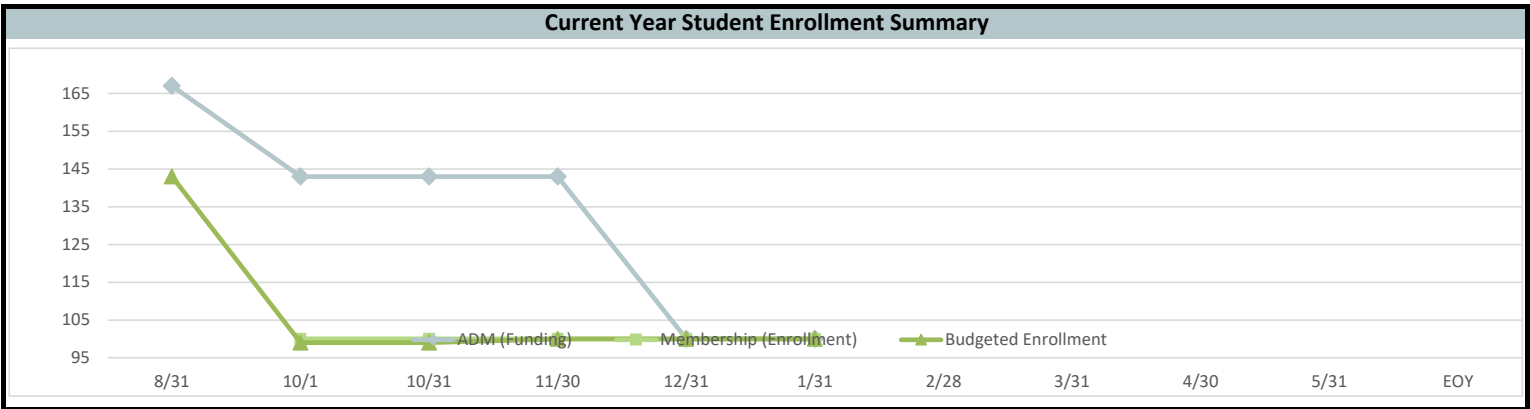
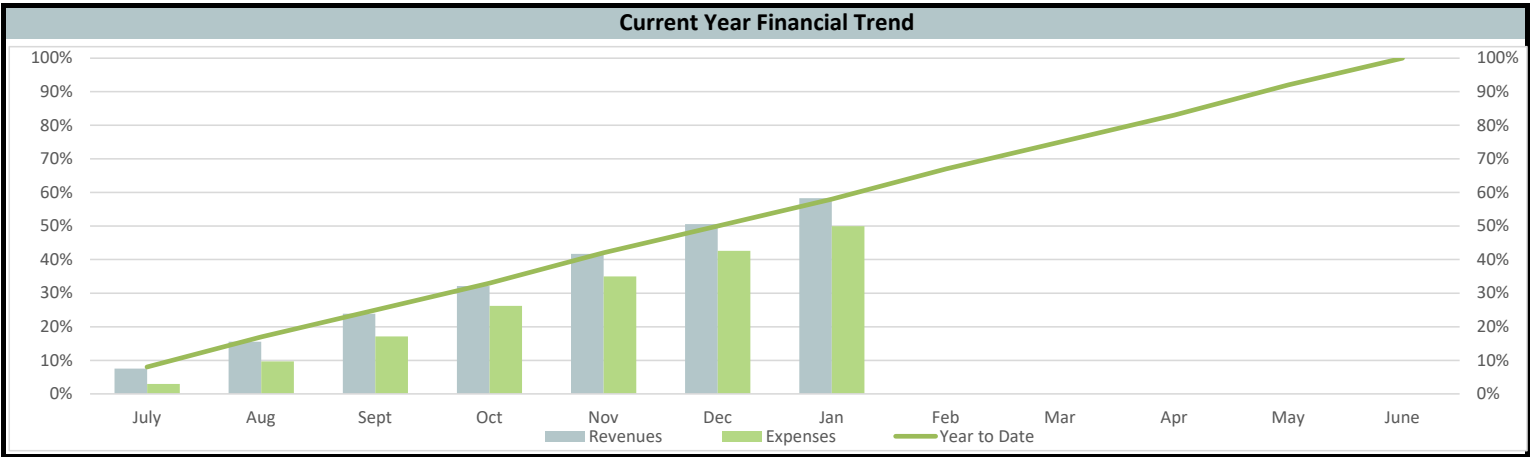


How the money is budgeted to be spent:



Fund Balance History





**Three Rivers Montessori
Elk River, Minnesota
Balance Sheet
As of January 31, 2024**

	Audited Balance 7-1-2023	Month Ending Balance
Assets		
Current Assets		
101 Main Bank	\$ 171,912	\$ 74,814
101 Savings Bank	400	-
115 Accounts receivable	1,327	-
121 State aids receivable	126,116	852
Current year state holdback		264,769
122 Federal aids receivable through MDE	50,530	33,862
131 Prepaid expenses	14,397	-
Total all assets	<u>\$ 364,682</u>	<u>\$ 374,297</u>
Liabilities and Fund Balance		
Current Liabilities		
201 Salaries and wages payable	\$ 28,639	\$ 15,201
206 Accounts payable	33,093	16,207
215 Payroll deductions and contributions payable	19,908	(639)
230 Deferred revenue - lunch accounts	2,215	-
Total liabilities	<u>83,855</u>	<u>30,769</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	-	62,700
Total fund balance	<u>280,827</u>	<u>343,527</u>
Total liabilities and fund balance	<u>\$ 364,682</u>	<u>\$ 374,297</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 January 31, 2024**

	Months to Date		7	58.33%
	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	555,080	62.19%
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	-	1,346	1,346	100.00%
999 Prior year over/under accrual	60,000	20,000	-	0.00%
Estimated state holdback	-	-	264,769	
Total state revenues	<u>2,079,632</u>	<u>1,667,679</u>	<u>976,617</u>	<u>58.56%</u>
Federal Revenues				
401 414 Title programs	2,078	17,420	4,733	27.17%
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>48,488</u>	<u>79.26%</u>
Local Revenues				
Deposits without documentation				
050 Fees collected	8,245	8,245	3,808	46.18%
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	<u>23,904</u>	<u>33,904</u>	<u>14,389</u>	<u>42.44%</u>
Total revenues	<u>\$ 2,145,798</u>	<u>\$ 1,762,758</u>	<u>\$ 1,039,494</u>	<u>58.97%</u>
Expenditures				
General Fund				
100 Salaries	700,448	595,057	299,607	50.35%
200 Benefits	168,759	147,732	68,829	46.59%
Projected salaries and benefits payable			25,768	
Total salaries, wages, and benefits payable	<u>869,207</u>	<u>742,788</u>	<u>394,204</u>	<u>53.07%</u>
305 Contracted services	214,200	214,200	89,674	41.86%
315 Contracted technology services	2,000	4,000	1,240	31.00%
320 Communications services	5,100	5,100	2,561	50.22%
329 Postage	1,231	1,231	-	0.00%
330 Utilities cost	24,627	24,627	13,422	54.50%
340 Property and liability insurance	15,245	15,245	7,417	48.65%
350 Repairs and maintenance	10,261	20,502	17,827	86.95%
360 Contracted transportation - Field Trips	410	1,000	752	75.20%
366 Travel, conferences and staff training	3,899	13,899	13,793	99.23%
369 Field trips and other student fees	257	1,500	1,186	79.07%
348-370 Building lease cost	258,003	198,003	132,823	67.08%
335 Other rentals and operating leases	3,078	1,020	340	33.33%
380 Computer and tech related hardware rentals	5,131	8,142	5,703	70.04%
401 Supplies - non instructional	19,753	12,100	10,058	83.12%
405 Non instructional software and license fees	8,869	13,400	11,388	84.98%
406 Instructional software and license fees	3,592	3,592	2,344	65.25%
430 Instructional supplies	12,314	7,521	1,419	18.86%
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		7	58.33%
		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	13,830	66.76%
899	Transactions without documentation	-	-	-	0.00%
	<i>Subtotal general fund expenditures</i>	<i>1,502,421</i>	<i>1,331,482</i>	<i>728,003</i>	<i>54.68%</i>
Title Programs					
100	Salaries	-	14,620	4,104	28.07%
200	Benefits	-	2,414	629	26.06%
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>4,733</i>	<i>27.17%</i>
State Special Education					
100	Salaries	324,069	352,643	137,600	39.02%
200	Benefits	76,187	84,326	29,793	35.33%
394	Special education fees for services	102,614	102,614	32,769	31.93%
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>200,162</i>	<i>36.78%</i>
Federal Special Education					
303	Federal contracted services < \$25,000	26,373	23,680	18,975	80.13%
366	Travel, conferences and staff training	-	1,789	2,632	147.14%
401	Supplies - non instructional	1,149	-	-	0.00%
405	Non instructional software	-	1,186	1,222	103.02%
433	Individualized instructional materials	-	1,500	5,326	355.08%
	<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%
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>976,652</i>	<i>50.43%</i>
	Transfer to food service fund	-	11,342	-	
	Transfer to community service fund	-	4,045	-	
	Total expenditures	\$ 2,052,145	\$ 1,952,218	\$ 976,652	50.03%
	General fund net income	\$ 93,653	\$ (189,460)	\$ 62,841	

Food Services Fund - 02

Revenues					
300	State revenues	\$ 6,533	\$ 15,000	\$ 13,348	88.99%
400	Federal revenues	\$ 85,170	\$ 40,970	21,910	53.48%
474	USDA commodities received	\$ -	\$ -	-	0.00%
600s	Sales of lunches, breakfasts, and milk	\$ -	\$ -	305	0.00%
	<i>Subtotal revenues</i>	<i>91,703</i>	<i>55,970</i>	<i>35,563</i>	<i>63.54%</i>
	Transfer from General Fund	-	11,342	-	
	Total revenues	\$ 91,703	\$ 67,312	\$ 35,563	52.83%
Expenditures					
100	Salaries	19,000	11,970	7,655	63.95%
200	Benefits	5,611	1,897	1,160	61.13%
300	Purchased services	1,530	1,530	483	31.57%
401	Supplies and materials	2,052	2,052	1,303	63.49%
490/495	Food and milk	81,578	49,826	31,597	63.41%
491	Federal commodities used	-	-	-	0.00%
820	Dues, memberships, other fees	-	36	866	0.00%
	Total expenditures	\$ 109,772	\$ 67,312	\$ 43,063	63.98%
	Food services fund net income	\$ (18,069)	\$ -	\$ (7,500)	

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		Months to Date		7	58.33%
		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	21,857	66.96%
40	Preschool fees		\$ 20,250	3,000	14.81%
	Subtotal revenues	61,630	52,892	24,857	47.00%
	Transfer from General Fund	-	4,045	-	
	Total revenues	\$ 61,630	\$ 56,937	\$ 24,857	43.66%
Expenditures					
Before and After care expenditures					
100	Salaries	43,782	19,250	13,882	72.11%
200	Benefits	7,971	3,502	2,121	60.57%
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	-	1,500	1,398	93.17%
	Total expenditures	\$ 53,648	\$ 56,937	\$ 17,498	30.73%
Community services fund net income		\$ 7,982	\$ -	\$ 7,359	
Total All Funds					
Revenues					
	State revenues	\$ 2,086,165	\$ 1,682,679	\$ 989,965	58.83%
	Federal revenues	127,432	102,145	70,397	68.92%
	Local revenues	85,535	86,797	39,551	45.57%
	Fund transfers	-	15,387	-	
	Total revenues	\$ 2,299,131	\$ 1,887,008	\$ 1,099,914	58.29%
Expenditures					
	Salaries and wages	\$ 1,096,419	\$ 1,033,830	\$ 502,504	48.61%
	Employee benefits	260,069	245,946	104,217	42.37%
	Purchased services	677,060	639,104	341,596	53.45%
	Supplies and materials	154,631	114,780	73,163	63.74%
	Facilities and equipment	5,131	5,131	1,038	0.00%
	Dues and memberships; fees; other expenses	20,715	20,751	14,696	70.82%
	Other program costs	-	-	-	0.00%
	Fund transfers	-	15,387	-	0.00%
	Total expenditures	\$ 2,215,565	\$ 2,076,468	\$ 1,037,213	49.95%
	Total revenues all funds	\$ 2,299,131	\$ 1,887,008	\$ 1,099,914	58.29%
	Total expenditures all funds	2,215,565	2,076,468	1,037,213	49.95%
Net income - all funds		\$ 83,566	\$ (189,460)	\$ 62,700	
Beginning fund balance, district wide		280,827	280,827	280,827	
Ending fund balance, district wide		364,393	91,367	343,527	

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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	51,731	5,124	8,144	-	4,091	69,090	64,808	79,886	-	144,694	74,814	
Feb 28	175,613	6,763	5,909	50,000	580	238,865	65,000	110,000	-	175,000	138,679	
Mar 31	113,884	6,763	5,909	-	-	126,555	65,000	112,000	-	177,000	88,234	
Apr 30	106,356	18,763	5,909	50,000	13,947	194,975	65,000	112,000	-	177,000	106,210	
May 31	106,530	6,763	5,909	25,000	-	144,202	65,000	112,000	-	177,000	73,411	
June 30	106,356	6,763	5,909	-	100,000	219,028	65,000	100,000	50,000	215,000	77,439	
Totals	1,325,582	89,872	74,056	-	290,322	1,779,830	702,167	1,245,482	-	1,947,649	77,439	
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	100,031	
Aug 31	135,000	5,000	2,000	-	65,853	207,853	40,000	125,000	25,000	190,000	117,884	
Sept 30	135,000	10,000	7,000	-	49,390	201,390	75,000	125,000	25,000	225,000	94,274	
Oct 31	135,000	20,000	7,000	-	32,927	194,927	75,000	125,000	-	200,000	89,201	

Assumptions: 10% State Aid Holdback

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

Supplemental Information

January 31, 2024

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
1549	4266	ERCH	CR0124													
FY24 Cobra Dep 1/9/24				1568	Credit	A	01/09/24	Wire	1	M						
							4266 B 01 215 017			Miscellaneous Customer						
										FY24 Cobra HSA					834.69	0.00
														Receipt Total:	\$834.69	\$0.00
														Deposit Total:	\$834.69	\$0.00
1550	4266	ERCH	CR0124													
FY24 Deposit 1/10/24				1569	Credit	A	01/10/24	Check	1	M						
							4266 R 01 005 000 000 000 050			Miscellaneous Customer						
										FY24 E1 Field Trips					114.00	0.00
														Receipt Total:	\$114.00	\$0.00
														Deposit Total:	\$114.00	\$0.00
1551	4266	ERCH	CR0124													
FY24 Deposit 1/10/24				1570	Credit	A	01/10/24	Check	1	VOL						
							4266 E 01 005 105 000 000 305			VouInteer Background Chec						
										FY24 Vol. Background					20.00	0.00
														Receipt Total:	\$20.00	\$0.00
														Deposit Total:	\$20.00	\$0.00
1552	4266	ERCH	CR0124													
FY24 Deposit 1/10/24				1571	Credit	A	01/10/24	Check	1	1001						
							4266 R 01 005 000 000 372 071			MDE						
										FY24 Med Assist Fr Dept of H					519.16	0.00
														Receipt Total:	\$519.16	\$0.00
														Deposit Total:	\$519.16	\$0.00
1553	4266	ERCH	CR0124													
FY24 MMB FS Dep 1/11/24				1572	Credit	A	01/11/24	Wire	1	1001						
							4266 R 02 005 770 000 701 471			MDE						
										FY24 Regular Lunch					336.40	0.00
							4266 R 02 005 770 000 701 471			FY24 HHFKA Lunch					67.28	0.00
							4266 R 02 005 770 000 705 476			FY24 Breakfast					1,000.00	0.00
							4266 R 02 005 770 000 701 472			FY24 Free-Reduced Lunch					1,390.95	0.00
							4266 R 02 005 770 000 705 300			FY24 State Breakfast					835.40	0.00
							4266 R 02 005 770 000 701 300			FY24 State Lunch					1,952.02	0.00
														Receipt Total:	\$5,582.05	\$0.00
														Deposit Total:	\$5,582.05	\$0.00
1554	4266	ERCH	CR0124													
FY24 MMB FIN, IDEAS 1/12/24				1573	Credit	A	01/12/24	Wire	1	1001						
							4266 R 01 005 000 000 401 400			MDE						
										FY24 Titlel FIN401					2,328.87	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
1554	4266	ERCH	CR0124													
FY24 MMB FIN, IDEAS 1/12/24																
				1573	Credit	A	01/12/24	Wire	1	1001	MDE					
							4266 R 01 005 000 000 000 211									
										FY24 General Education Char					424.42	0.00
														Receipt Total:	\$2,753.29	\$0.00
														Deposit Total:	\$2,753.29	\$0.00
1555	4266	ERCH	CR0124													
FY24 Deposit 1/19/24																
				1574	Credit	A	01/19/24	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
1556	4266	ERCH	CR0124													
FY24 Deposit 1/19/24																
				1575	Credit	A	01/19/24	Check	1	VOL	Voulnteer Background Chec					
							4266 E 01 005 105 000 000 305									
										FY24 Vol. Background					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
														Deposit Total:	\$60.00	\$0.00
1557	4266	ERCH	CR0124													
FY24 Deposit 1/19/24																
				1576	Credit	A	01/19/24	Check	1	M	Miscellaneous Customer					
							4266 R 01 005 000 000 000 050									
										FY24 Mill City Field Trip					80.00	0.00
														Receipt Total:	\$80.00	\$0.00
														Deposit Total:	\$80.00	\$0.00
1558	4266	ERCH	CR0124													
IDEAS Pymt 1/30/24																
				1577	Credit	A	01/30/24	Wire	1	1001	MDE					
							4266 B 01 121 000								3,848.18	0.00
							4266 B 01 121 000								256.22	0.00
							4266 R 01 005 000 000 000 211								48,519.48	0.00
														Receipt Total:	\$52,623.88	\$0.00
IDEAS Pymt 1/30/24																
				1578	Debit	A	01/30/24	Wire	1	1001	MDE					
							4266 B 01 121 000								(13.17)	0.00
														Receipt Total:	(\$13.17)	\$0.00
														Deposit Total:	\$52,610.71	\$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
1559	4266	ERCH	CR0124													
FY24 JMC Deposits - Jan 2024				1579	Credit	A	01/30/24	Check	1	PATH	Pathfinders					
							4266 R 04 005 570	000 000 050		FY24 Pathfinders					2,689.00	0.00
														Receipt Total:	\$2,689.00	\$0.00
FY24 JMC Deposits - Jan 2024				1580	Credit	A	01/30/24	Check	1	FOOD	Food Service Pmts					
							4266 R 02 005 770	000 701 601		FY24 Lunch Payments					102.00	0.00
														Receipt Total:	\$102.00	\$0.00
														Deposit Total:	\$2,791.00	\$0.00
1560	4266	ERCH	CR0124													
FY24 Square Dep - Jan 2024				1581	Credit	A	01/30/24	Check	1	PREK	PreK Children's House					
							4266 R 04 005 581	000 321 050		FY24 PreK Children's House					3,000.00	0.00
														Receipt Total:	\$3,000.00	\$0.00
FY24 Square Dep - Jan 2024				1582	Debit	A	01/30/24	Check	1	PREK	PreK Children's House					
							4266 E 01 005 112	000 000 305		FY24 Square Deposit Fees					(99.90)	0.00
														Receipt Total:	(99.90)	\$0.00
														Deposit Total:	\$2,900.10	\$0.00
														Report Total:	\$69,090.00	\$0.00

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1034			Minnesota Department of Revenue		Wire		
				B 01	215 003	MN Withholding		\$1,122.77	
				B 02	215 003	Payroll Deductions		\$10.02	
				B 04	215 003	Payroll Deductions		\$6.01	
	PO#:	Voucher #:	4390	Invoice	Invoice No: S2024130	1/12/2024	Paid Amt:	\$1,138.80	
							Check Amount:	\$1,138.80	
4266	ERCH	1035			PERA		Wire		
				B 01	215 007	PERA		\$1,477.80	
				B 02	215 007	PERA		\$84.56	
				B 04	215 007	PERA		\$43.36	
	PO#:	Voucher #:	4391	Invoice	Invoice No: S2024130	1/12/2024	Paid Amt:	\$1,605.72	
							Check Amount:	\$1,605.72	
4266	ERCH	1036			TRA		Wire		
				B 01	215 006	TRA		\$4,349.52	
	PO#:	Voucher #:	4392	Invoice	Invoice No: S2024130	1/12/2024	Paid Amt:	\$4,349.52	
							Check Amount:	\$4,349.52	
4266	ERCH	1037			IRS		Wire		
				B 01	215 002	Federal Withholding		\$1,903.75	
				B 02	215 002	Payroll Deductions		\$12.74	
				B 04	215 002	Payroll Deductions		\$11.21	
				B 01	215 005	FICA		\$5,550.42	
				B 02	215 005	FICA		\$92.38	
				B 04	215 005	FICA		\$47.38	
	PO#:	Voucher #:	4393	Invoice	Invoice No: S2024130	1/12/2024	Paid Amt:	\$7,617.88	
							Check Amount:	\$7,617.88	
4266	ERCH	1022			The McDowell Agency, Inc.		BP		
				E 01	005 105 000 000 305	FY24 Background Verification Fees		\$163.00	
	PO#:	Voucher #:	4406	Invoice	Invoice No: 152033	1/19/2024	Paid Amt:	\$163.00	
							Check Amount:	\$163.00	
4266	ERCH	1049			The Hartford		BP		
				E 01	005 110 000 000 280	Workers Comp Policy 41WECAH3P4M		\$1,047.73	
	PO#:	Voucher #:	4405	Invoice	Invoice No: 1/2/2024	1/19/2024	Paid Amt:	\$1,047.73	
							Check Amount:	\$1,047.73	
4266	ERCH	1070			Ace Solid Waste, Inc.		BP		
				E 01	005 810 000 000 330	FY24 Trash Removal Services - January 2024		\$293.38	
	PO#:	Voucher #:	4394	Invoice	Invoice No: 10046612T067	1/19/2024	Paid Amt:	\$293.38	
							Check Amount:	\$293.38	

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1082			Colonial Life		BP		
				B 01	215 016	Accident/Life/STD		\$202.59	
	PO#:	Voucher #:	4396	Invoice	Invoice No: 55381371205789	1/19/2024	Paid Amt:	\$202.59	
							Check Amount:	\$202.59	
4266	ERCH	1089			Rebecca McMullen		BP		
				E 01	005 117 000 000 305	FY24 MDE Reporting Consultant		\$412.50	
	PO#:	Voucher #:	4403	Invoice	Invoice No: 487	1/19/2024	Paid Amt:	\$412.50	
							Check Amount:	\$412.50	
4266	ERCH	1205			Ratwik, Roszak & Maloney P.A.		BP		
				E 01	005 111 000 000 305	Legal Services thru 11/30/2023		\$1,148.00	
	PO#:	Voucher #:	4401	Invoice	Invoice No: 75346	1/19/2024	Paid Amt:	\$1,148.00	
							Check Amount:	\$1,148.00	
4266	ERCH	1205			Ratwik, Roszak & Maloney P.A.		BP		
				E 01	005 111 000 000 305	Audited Defense Cost		\$645.00	
	PO#:	Voucher #:	4402	Invoice	Invoice No: 85-00416567001	1/19/2024	Paid Amt:	\$645.00	
							Check Amount:	\$645.00	
4266	ERCH	1237			Buisness Essentials		BP		
				E 01	010 203 000 000 401	FY24 Supplies - copy paper, Clorox disinfecting		\$154.92	
	PO#:	Voucher #:	4395	Invoice	Invoice No: WO-1278200-1	1/19/2024	Paid Amt:	\$154.92	
							Check Amount:	\$154.92	
4266	ERCH	1245			Integrative Therapy		BP		
				E 01	010 420 000 740 394	OTR Services, 6hrs@\$90/hr		\$540.00	
				E 01	010 420 000 740 394	COTA Services, 2hrs@\$75/hr		\$150.00	
	PO#:	Voucher #:	4398	Invoice	Invoice No: 4547	1/19/2024	Paid Amt:	\$690.00	
							Check Amount:	\$690.00	
4266	ERCH	1263			Universal Cleaning Services Inc		BP		
				E 01	005 810 000 000 305	January Monthly Services		\$2,438.34	
	PO#:	Voucher #:	4407	Invoice	Invoice No: 136849	1/19/2024	Paid Amt:	\$2,438.34	
							Check Amount:	\$2,438.34	
4266	ERCH	1263			Universal Cleaning Services Inc		BP		
				E 01	005 810 000 000 350	Patch and Paint holes		\$175.00	
	PO#:	Voucher #:	4408	Invoice	Invoice No: 136924	1/19/2024	Paid Amt:	\$175.00	
							Check Amount:	\$175.00	
4266	ERCH	1266			ECM Publishers Inc		BP		
				E 01	005 107 000 000 305	Streaming Audio Month 3		\$650.00	
	PO#:	Voucher #:	4397	Invoice	Invoice No: 979925	1/19/2024	Paid Amt:	\$650.00	
							Check Amount:	\$650.00	

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1267			Keys to Communication		BP		
				E 01	010 420 000 419 366	Travel Time, 8.75hrs@\$45/hr		\$393.75	
				E 01	010 401 000 740 394	Spch/Lang Serv, 13.25hrs@\$90/hr		\$2,700.00	
		PO#:	Voucher #:	4399	Invoice	Invoice No: 9201863	1/19/2024	Paid Amt:	\$3,093.75
								Check Amount:	\$3,093.75
4266	ERCH	1273			Paige Lundeen		BP		
				E 04	005 581 000 321 430	Reimburse PreK Supplies		\$400.69	
		PO#:	Voucher #:	4400	Invoice	Invoice No: 2258120	1/19/2024	Paid Amt:	\$400.69
								Check Amount:	\$400.69
4266	ERCH	1274			Rise Vision Inc.		BP		
				E 01	005 108 000 000 405	Annual Subscription: Software for Lobby TV		\$138.00	
		PO#:	Voucher #:	4404	Invoice	Invoice No: 103927	1/19/2024	Paid Amt:	\$138.00
								Check Amount:	\$138.00
4266	ERCH	1017			The Bank of Elk River		Wire		
				E 01	005 112 000 000 305	Service Charge		\$10.00	
		PO#:	Voucher #:	4426	Invoice	Invoice No: 01.31.24	1/31/2024	Paid Amt:	\$10.00
								Check Amount:	\$10.00
4266	ERCH	1023			The Hanover Insurance Group		Wire		
				E 01	005 940 000 000 340	Insurance		\$1,059.82	
		PO#:	Voucher #:	4418	Invoice	Invoice No: 01.16.24	1/31/2024	Paid Amt:	\$1,059.82
								Check Amount:	\$1,059.82
4266	ERCH	1048			Charter Schools Development Corp		Wire		
				E 01	005 850 000 348 570	Rent - January 2024		\$13,036.09	
		PO#:	Voucher #:	4413	Invoice	Invoice No: 01.02.24	1/31/2024	Paid Amt:	\$13,036.09
								Check Amount:	\$13,036.09
4266	ERCH	1059			jmc		Wire		
				E 01	005 110 000 000 305	JMC Fee		\$16.95	
		PO#:	Voucher #:	4419	Invoice	Invoice No: 01.17.24	1/31/2024	Paid Amt:	\$16.95
								Check Amount:	\$16.95
4266	ERCH	1084			Health Partners		Wire		
				B 01	215 009	Dental - January 2024		\$643.03	
				B 01	215 010	Medical - January 2024		\$6,077.25	
		PO#:	Voucher #:	4415	Invoice	Invoice No: 065812553800	1/31/2024	Paid Amt:	\$6,720.28
								Check Amount:	\$6,720.28
4266	ERCH	1084			Health Partners		Wire		
				B 01	215 009	Dental - February 2024		\$617.79	

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1084			Health Partners		Wire		
				B 01	215 010	Medical - February 2024		\$5,049.45	
	PO#:	Voucher #:	4425	Invoice	Invoice No: 065815971152	1/31/2024	Paid Amt:	\$5,667.24	
							Check Amount:	\$5,667.24	
4266	ERCH	1097			TSYS		Wire		
				E 01	005 110 000 000 305	TSYS Fee		\$28.65	
	PO#:	Voucher #:	4414	Invoice	Invoice No: 01.03.24	1/31/2024	Paid Amt:	\$28.65	
							Check Amount:	\$28.65	
4266	ERCH	1112			MN Association of Charter Schools		Wire		
				E 01	005 110 000 000 820	Membership		\$2,888.80	
	PO#:	Voucher #:	4417	Invoice	Invoice No: 01.12.24	1/31/2024	Paid Amt:	\$2,888.80	
							Check Amount:	\$2,888.80	
4266	ERCH	1164			Elk River Municipal Utilities		Wire		
				E 01	005 810 000 000 330	Acct#44881 Utilities 10/24/23-11/28/23		\$511.18	
	PO#:	Voucher #:	4421	Invoice	Invoice No: 44881 - 01.23.24	1/31/2024	Paid Amt:	\$511.18	
							Check Amount:	\$511.18	
4266	ERCH	1164			Elk River Municipal Utilities		Wire		
				E 01	005 810 000 000 330	Acct#44882 Utilities 11/28/23-12/27/23		\$159.51	
	PO#:	Voucher #:	4422	Invoice	Invoice No: 44882 - 01.23.24	1/31/2024	Paid Amt:	\$159.51	
							Check Amount:	\$159.51	
4266	ERCH	1164			Elk River Municipal Utilities		Wire		
				E 01	005 810 000 000 330	Acct#44880 Utilities 11/28/23-12/27/23		\$135.32	
	PO#:	Voucher #:	4423	Invoice	Invoice No: 44880 - 01.23.24	1/31/2024	Paid Amt:	\$135.32	
							Check Amount:	\$135.32	
4266	ERCH	1219			KPAY TLM		Wire		
				E 01	005 114 000 000 305	TLM Fees - December 2023		\$212.00	
	PO#:	Voucher #:	4416	Invoice	Invoice No: 01.12.24	1/31/2024	Paid Amt:	\$212.00	
							Check Amount:	\$212.00	
4266	ERCH	1229			Bill.com		Wire		
				E 01	005 112 000 000 305	Payment Service Fees		\$90.13	
	PO#:	Voucher #:	4424	Invoice	Invoice No: 01.24.24	1/31/2024	Paid Amt:	\$90.13	
							Check Amount:	\$90.13	
4266	ERCH	1231			Iron Mountain		Wire		
				E 01	005 110 000 000 305	Shredding		\$154.65	
	PO#:	Voucher #:	4420	Invoice	Invoice No: JBVH519	1/31/2024	Paid Amt:	\$154.65	
							Check Amount:	\$154.65	
4266	ERCH	1034			Minnesota Department of Revenue		Wire		
					Prepared by Creative PlanBing01 215 003	MN Withholding		\$1,471.77	

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1034			Minnesota Department of Revenue		Wire		
				B 02	215 003	Payroll Deductions		\$28.68	
				B 04	215 003	Payroll Deductions		\$16.27	
	PO#:	Voucher #:	4409	Invoice	Invoice No: S2024140			Paid Amt:	\$1,516.72
						1/31/2024		Check Amount:	\$1,516.72
4266	ERCH	1035			PERA		Wire		
				B 01	215 007	PERA		\$2,713.89	
				B 02	215 007	PERA		\$138.84	
				B 04	215 007	PERA		\$78.69	
	PO#:	Voucher #:	4410	Invoice	Invoice No: S2024140			Paid Amt:	\$2,931.42
						1/31/2024		Check Amount:	\$2,931.42
4266	ERCH	1036			TRA		Wire		
				B 01	215 006	TRA		\$4,486.74	
	PO#:	Voucher #:	4411	Invoice	Invoice No: S2024140			Paid Amt:	\$4,486.74
						1/31/2024		Check Amount:	\$4,486.74
4266	ERCH	1037			IRS		Wire		
				B 01	215 002	Federal Withholding		\$2,450.43	
				B 02	215 002	Payroll Deductions		\$20.41	
				B 04	215 002	Payroll Deductions		\$3.49	
				B 01	215 005	FICA		\$7,028.60	
				B 02	215 005	FICA		\$151.76	
				B 04	215 005	FICA		\$86.00	
	PO#:	Voucher #:	4412	Invoice	Invoice No: S2024140			Paid Amt:	\$9,740.69
						1/31/2024		Check Amount:	\$9,740.69
4266	ERCH	1234			Divvy		Wire		
				E 01	005 810 000 000 401	12/17 Amazon - Garbage can covers		\$86.01	
				E 01	010 420 000 419 433	12/17 Amazon - SpEd Supplies		\$28.12	
				E 04	005 581 000 321 430	12/18 Amazon - PreK Childrens house Supplies		\$170.22	
				E 04	005 581 000 321 430	12/18 Amazon - PreK Childrens house Supplies		\$240.56	
				E 01	010 420 000 419 433	12/19 The Intentional IEP - IEP Subscription		\$225.97	
				E 01	010 420 000 419 433	12/20 Lexia Learning - Reading curriculum for s		\$660.00	
				E 01	005 810 000 000 401	12/21 KeyMeLockSmiths.com - Keys made for s		\$35.64	
				E 01	005 810 000 000 401	12/22 Menards - Snow fencing, posts		\$52.83	
				E 01	005 108 000 000 405	12/30 Adobe - software purchase for fillable forr		\$21.56	
	PO#:	Voucher #:	4443	Invoice	Invoice No: 01.02.24			Paid Amt:	\$1,520.91
						1/2/2024		Check Amount:	\$1,520.91
4266	ERCH	1234			Divvy		Wire		
				E 04	005 581 000 321 490	1/3 Walmart - Snack order for preschool, fund 4		\$100.89	

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4266	ERCH	1234			Divvy		Wire
				E 01	010 203 000 000 406	1/3 Transparent Classroom - Student classroom	\$200.00
				E 01	010 203 000 000 401	1/3 Amazon - Pencil Sharpner for classroom	\$29.61
				E 01	005 810 000 000 320	1/4 Spectrum - Cell phone bill	\$57.75
				E 04	005 581 000 321 430	1/4 Alison's Montessori - Preschool instructional	\$215.00
				E 01	005 810 000 000 335	1/5 Craig Enterprieses - Storage unit for the sch	\$100.00
				E 04	005 581 000 321 430	1/5 Amazon - Montessori didactics for preschool	\$39.99
				E 01	005 110 000 000 820	1/5 MN Board of School Administrators fee	\$4.30
				E 01	005 110 000 000 820	1/5 MN Board of School Administrators fee	\$200.00
				E 04	005 581 000 321 430	1/6 Nienhuis Montessori - Montessori Didactics	\$56.18
				E 04	005 581 000 321 490	1/9 Walmart - Preschool Snack order, fund 4	\$16.20
				E 01	010 420 000 419 433	1/10 Amazon - SpEd Dept	\$287.96
				E 01	005 108 000 000 405	1/10 Microsoft Store - Microsoft Office for the Ex	\$75.50
				E 01	005 110 000 000 401	1/10 Amazon - Front office supplies	\$11.99
				E 01	010 640 000 316 366	1/10 MSSA - School Social worker PD, state Sor	\$328.00
				E 01	010 420 000 419 433	1/11 Bakkenbooks - Books for sped dept	\$119.88
				E 01	010 420 000 419 433	1/11 Teachers Pay Teachers - Sped Dept	\$12.00
				E 01	010 420 000 419 433	1/11 Amazon - Sped Dept	\$221.21
				E 01	005 110 000 000 401	1/11 Amazon - Front office	\$35.97
				E 01	010 203 000 000 430	1/11 Amazon - E2 Walnut classroom supplies	\$14.99
				E 01	010 420 000 419 433	1/12 Amazon - Sped Room supplies	\$309.55
				E 01	010 203 000 000 430	1/12 Amazon - Mop E2 Class Walnut	\$19.99
				E 01	010 420 000 419 406	1/13 Lessonpix Inc - Behavioral support software	\$36.00
				E 01	005 107 000 000 305	1/13 Association Montessori - Job Posting on AM	\$84.00
PO#:	Voucher #:	4444	Invoice	Invoice No:	01.16.24	1/16/2024	Paid Amt: \$2,576.96
							Check Amount: \$2,576.96
4266	ERCH	1189	1243		PELSB		Check
				E 01	005 105 000 000 305	Tier 1 License for Julie Grenier	\$57.00
PO#:	Voucher #:	4427	Invoice	Invoice No:	01.18.24	1/18/2024	Paid Amt: \$57.00
							Check Amount: \$57.00
							Report Total: \$79,885.88



February Director Updates

ENROLLMENT UPDATE

Preschool	6
Kindergarten	19
1st Grade	16
2nd Grade	19
3rd Grade	11
4th Grade	17
5th Grade	14
6th Grade	3
<u>TOTAL K-6</u>	<u>99</u>
<u>TOTAL Preschool</u>	<u>6</u>
<u>SCHOOL TOTAL</u>	<u>105</u>

STAFFING UPDATE

1.No openings currently, we are fully staffed



2024-2025 ENROLLMENT UPDATE:

- **K-5 Enrollment Applications**
 - Kindergarten - 30
 - First Grade - 1
 - Second Grade - 1
 - Third Grade - 2
 - Fourth Grade - 0
 - Fifth Grade - 1
 - **Preschool Enrollment Applications**
 - Three Year Olds - 0
 - Four Year Olds - 1
-

- **K-5 Enrollment Projections - Returning & New**
 - Kindergarten - 20 (10 on the waiting list)
 - First Grade - 20 (No open seats)
 - Second Grade - 17 (3 open seats)
 - Third Grade - 20 (No open seats)
 - Fourth Grade - 11 (9 open seats)
 - Fifth Grade - 17 (3 open seats)
 - Sixth Grade - 13 (8 open seats)
 - **TOTAL = 118**
- **Preschool Enrollment Projections**
 - Three Year Olds - 1
 - Four Year Olds - 3
 - **TOTAL = 4**

Grand Total: 122

(increase of 21 students applied from Jan.)

Could expand to 132 if we take additional waitlisted Kindergarten students



MDE FOOD SERVICE REVIEW/AUDIT:

MDE performed a full audit/review of our food service program including:

- Operational review
- Administrative review
- Financial/Fiscal review
- Procurement review
- Onsite observation (all day on January 23rd)

MDE asked TRM administration 600 questions and then based their review on these questions. We were required to provide backup for purchases, procurement processes, and policy created that supports the state and federal mandates of the food service program.

Of the 600 items, TRM had 14 findings that needed correction, 13 of these were paperwork fixes and one was a change in how the breakfast program operates.

The MDE auditor noted that 14 findings out of the 600 items was very low and uncommon and commended TRM on creating sustainable systems, processes, and procedures within their food service program.

Administration will now have 30 days to correct the findings and this will be completed by February 31st.

There were no financial findings or impacts.



Reading School Profile

Three Rivers Montessori

School Profile		Number of Students ⓘ
Growth and Achievement Overview		69
Three Rivers Montessori Reading		
Grade		
All Grades	<p>Growth Median and Distribution</p> <p>Achievement Fall 2023-2024 Median and Distribution</p> <p>Achievement Winter 2023-2024 Median and Distribution</p>	
<p>Percentiles Key ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th</p> <p>Tested Fall 2023-2024 - Winter 2023-2024</p> <p>Rostered Winter 2023-2024</p> <p>More information about this chart.</p>		



Reading Grade Level Profile

School Profile

Growth and Achievement by Grade

Three Rivers Montessori | Reading

Grade ↑	Sort by -- select an option --	Number of Students ⓘ
Grade 1	Growth Median and Distribution	
	45th 	
	Achievement Fall 2023-2024 Median and Distribution: 55th Achievement Winter 2023-2024 Median and Distribution: 46th 	
Grade 2	Growth Median and Distribution	
	33rd 	
	Achievement Fall 2023-2024 Median and Distribution: 54th Achievement Winter 2023-2024 Median and Distribution: 57th 	
Grade 3	Growth Median and Distribution	
	80th 	
	Achievement Fall 2023-2024 Median and Distribution: 19th Achievement Winter 2023-2024 Median and Distribution: 56th 	
Grade 4	Growth Median and Distribution	
	11th 	
	Achievement Fall 2023-2024 Median and Distribution: 41st Achievement Winter 2023-2024 Median and Distribution: 41st 	
Grade 5	Growth Median and Distribution	
	7th 	
	Achievement Fall 2023-2024 Median and Distribution: 74th Achievement Winter 2023-2024 Median and Distribution: 28th 	
Grade 6	Growth Median and Distribution	
	57th 	
	Achievement Fall 2023-2024 Median and Distribution: 6th Achievement Winter 2023-2024 Median and Distribution: 8th 	

Percentiles Key ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th



Math School Profile

Three Rivers Montessori

Grade	Number of Students ¹
All Grades	74
School Profile Growth and Achievement Overview Three Rivers Montessori Math K-12	
<div style="display: flex; justify-content: space-around;"> <div data-bbox="764 373 868 1906"> <p>Growth Median and Distribution</p> </div> <div data-bbox="906 373 1003 1906"> <p>Achievement Winter 2023-2024 Median and Distribution</p> </div> </div>	
<p>Percentiles Key</p> <ul style="list-style-type: none"> ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th 	
<p>Rostered Winter 2023-2024 Tested Fall 2023-2024 - Winter 2023-2024</p>	
<p>More information about this chart.</p>	



Math Grade Level Profile

School Profile

Growth and Achievement by Grade

Three Rivers Montessori | Math K-12

Grade ↑	Sort by -- select an option --	Number of Students ⓘ
Grade 1		16
Growth Median and Distribution 52nd 25% 6% 31% 13% 25%		
Achievement Fall 2023-2024 Median and Distribution Achievement Winter 2023-2024 Median and Distribution 38th 38% 12% 25% 12% 13% 36th 19% 31% 25% 6% 19%		
Grade 2		19
Growth Median and Distribution 31st 37% 21% 11% 10% 21%		
Achievement Fall 2023-2024 Median and Distribution Achievement Winter 2023-2024 Median and Distribution 35th 21% 32% 10% 16% 21% 41st 26% 21% 16% 21% 16%		
Grade 3		11
Growth Median and Distribution 35th 18% 37% 18% 9% 18%		
Achievement Fall 2023-2024 Median and Distribution Achievement Winter 2023-2024 Median and Distribution 29th 46% 18% 18% 18% 25th 46% 18% 9% 18% 9%		
Grade 4		15
Growth Median and Distribution 19th 53% 20% 20% 7%		
Achievement Fall 2023-2024 Median and Distribution Achievement Winter 2023-2024 Median and Distribution 40th 27% 27% 26% 13% 7% 34th 40% 20% 27% 13%		
Grade 5		10
Growth Median and Distribution 37th 40% 10% 20% 10% 20%		
Achievement Fall 2023-2024 Median and Distribution Achievement Winter 2023-2024 Median and Distribution 40th 30% 20% 30% 20% 36th 20% 30% 10% 20% 20%		
Grade 6		3
Growth Median and Distribution 71st 33% 33% 34%		
Achievement Fall 2023-2024 Median and Distribution Achievement Winter 2023-2024 Median and Distribution 4th 100% 7th 100%		

Percentiles Key ● 1st - 20th ● 21st - 40th ● 41st - 60th ● 61st - 80th ● >80th

Rostered Winter 2023-2024
Tested Fall 2023-2024 - Winter 2023-2024

[More information about this chart](#) ▾





THREE RIVERS

Montessori

Children's House



**THREE
RIVERS
MONTESSORI**

17267 YALE ST. NW
ELK RIVER, MN 55330

THREE RIVERS MONTESSORI

**EXECUTIVE DIRECTOR-
BOARD RELATIONS
HANDBOOK**



***“EMPOWERING STUDENTS TO REACH THEIR FULL POTENTIAL
THROUGH AUTHENTIC MONTESSORI LEARNING”***



Three Rivers Montessori Governance Model

THE BOARD GOVERNS

Sets expectations and parameters



THE EXECUTIVE DIRECTOR MANAGES

Provides leadership and supervision

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Background

The Board and the Executive Director are committed to the most effective and efficient working relationship possible for the governance team. The following protocols guide the board and Executive Director's work, so everyone can devote their full energy to focusing on carrying out the mission and vision of TRM for the benefit of our students.

Purpose

The Three Rivers Montessori School Board is the policy-making body, doing its work in meetings of the Board in public. To effectively meet Three Rivers Montessori's challenges, the Board and Executive Director must collaborate together as a leadership team. To ensure the collective effectiveness of the team, operating procedures and protocols must be in place. Below are general protocols that will take a joined effort and those that are specific for the Board and for the Executive Director. These guidelines are intended as a supplement to the Board of Director Bylaws and Board Handbook.

The Board and Executive Director will:

1. Ensure the mission, vision, core values, and strategic plan are foundational to the decision-making process.
2. Keep Montessori learning and high achievement for each and every student as the primary focus.
3. Value, support, and advocate for charter schools.
4. Operate openly with the Core Values of TRM in mind: Integrity, Stewardship, Compassion, and Montessori Focus.
5. Govern in a dignified and professional manner, treating everyone with civility, dignity, and respect, while honoring the right to disagree with each other.
6. Recognize and respect difference of perspective, culture, and communication style on the Board and among staff, students, parents, and the community.
7. Discuss public matters in publicly announced Board meetings.
8. Focus on policymaking and strategic planning.
9. Ensure opportunities for a diverse range of views in the community to inform Board deliberations and evaluate Three Rivers Montessori's performance.
10. Set and monitor measurable outcomes for annual goals that are aligned with TRM's Authorizer, Osprey Wilds.
11. Communicate the common vision and annual, measurable goals.
12. Honor the value that Board decisions are best developed with people closest to an issue or situation wherever possible.
13. Understand the distinction between Board and staff roles.
14. Identify and focus on Board meeting agenda items.
15. Participate in training and commit the time and resources necessary to be informed and effective leaders
16. Govern within Board-adopted policies and administrative regulations.

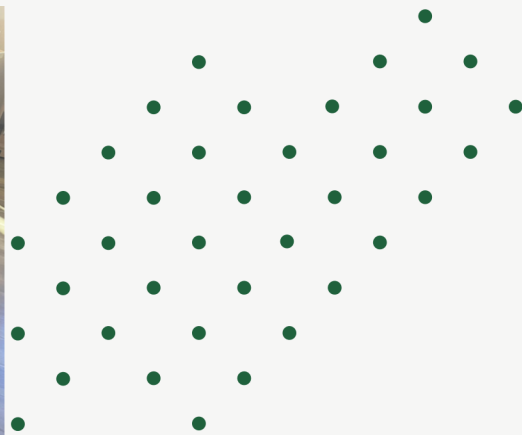
Board Members will:

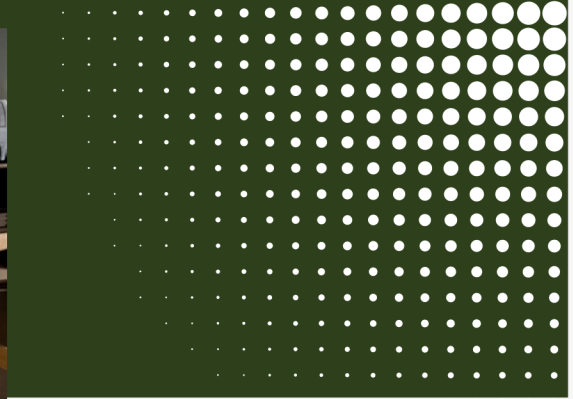
1. Establish a clear strategic plan for Three Rivers Montessori.
2. Understand authority rests with the Board as a whole and not with individual board members. Recognize decisions are made only at properly scheduled meetings.
3. Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and to vote their convictions.
4. Attend regularly scheduled Board meetings unless a situation occurs that makes attendance impossible; participate in scheduling special meetings and/or work sessions for planning and training purposes.
5. Acknowledge individual requests for reports and projects shall be directed, usually, to the Executive Director.
6. Participate in establishing annual expectations and goals for the Executive Director.
7. Objectively evaluate the Executive Director's performance and provide appropriate feedback which focuses on recognition and growth.
8. Evaluate its protocols annually, taking collective responsibility for the Board's effectiveness.
9. Communicate directly with the Executive Director as appropriate whenever a staff member, student, parent, or community member raises a question or concern; and direct people to communicate to the appropriate person; closest to the situation.
10. Contact the Executive Director whenever contacted by the media regarding an incident, event, or agenda item.
11. Communicate directly with the Executive Director and/or the Board Chair prior to board meetings to address questions and/or concerns about agenda items.
12. Communicate one-on-one with the Executive Director when an individual concern arises so issues do not fester.
13. Recognize the individual role of constituents and special interest groups, while understanding the importance of using one's best judgement to represent all members of the community.
14. As time permits, visit the school sites and attend school functions, ensuring instruction is not interrupted.
15. Periodically participate in Three Rivers Montessori community functions.



The Executive Director will:

1. Help foster a collaborative and highly qualified board.
2. Treat all board members professionally.
3. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the Executive Director.
4. Recognize that the Board/Executive Director governance relationship requires collaboration and trust in the Three Rivers Montessori Administrative Team.
5. Accept leadership responsibility and be the spokesperson regarding implementation of the vision, goals, and policies of Three Rivers Montessori.
6. Prepare preliminary goals annually for the Board's consideration.
7. Provide data and analysis of success indicators, milestones, and student performance to Board members to inform decisions and assess progress on annual goals.
8. Make personnel decisions and changes within the approved budget and inform the board of staffing on a regular basis.
9. Communicate with all Board members promptly, effectively, and, to the extent possible, equally.
10. Inform the board prior to critical information becoming public; apprise all board members in a timely manner of any major incident of which they may be called on to answer or explain.
11. Collaborate with the Board Chair to compose the Board agenda in a timely fashion to ensure Board review; clarify information prior to scheduled meetings or workshops.
12. Avoid bringing a matter to a public meeting that is a surprise to a Board member.
13. Respond to requests for additional information through a Board update or special report and include information as Board agenda items or at a Board workshop.
14. Present major decisions initially as a discussion item, then place it on the next board meeting agenda for action.
15. Communicate with individual Board members to determine if concerns exist prior to a problem developing.
16. Provide a written self-assessment prior to the Board's evaluation of the Executive Director's job performance.
17. Keep the Board informed regarding issues and/or situations that concern parents, students, staff, or community as appropriate.





<u>Task</u>	<u>School Board's Role</u>	<u>Executive Director's Role</u>
Policy	Adopts	Implements, Creates, and/or Suggests
Board Meetings and Workshops	Leads	Serves as a Resource Person
Budgets/Finance/Audits	Adopts and Monitors	Prepares, Administers, Monitors Details
Instruction	Establishes Criteria Monitors	Recommends, Oversees Implementation
Personnel	Adopts Staffing Budget (FTE's)	Develops, Interviews, Hires, Evaluates Within Approved Budget
Facilities/Transportation /Food Service	Develops Policy	Implements Policy, Writes Rules and Regulations, Makes Recommendations
Community Relations	Creates a Positive Image, is an Active Voice in the Larger Community	Creates Positive Environment, Directs Communication
State Statutes and Compliance	Keep Abreast of All Law Changes and Compliance Regulations from State and Authorizer	Implement All Law Changes and Compliance Regulations from State and Authorizer
The Board and Executive Director	Hires ED, Establishes Expectations, Evaluates the ED, Serves at the Behest of the Members of the School	Works Towards All the Board Establishes Goals and Serves the School

Board and Executive Director Communication Protocols

Treatment of Board Members

The Executive Director will treat all Board members equally, recognizing there is a unique relationship with the Board Chair and Board Committee Team members. The Executive Director may meet individually with each Board member within two months of their initial term and then Annually, as needed. Conversation topics may include, but are not limited to:

1. How is TRM excelling in meeting the mission, vision, and goals of the Strategic Plan?
2. What do you love about TRM?
3. What is an opportunity of growth for TRM?
4. What are your goals as a Board member in your first year and during your three year term?
5. How may I support you and/or the TRM School Board?

The relationship between the Executive Director and Board Chair requires special attention. A face-to-face meeting will take place by August 1st of each school year. Conversation topics may include, but are not limited to:

1. Due to the unique nature of your position as Board Chair, what kinds of key information do you want to stay informed about in relation to the operation of Three Rivers Montessori?
2. How do you want to work together to develop the Board agenda?
3. What is your preferred method for receiving information?
4. What kinds of information would you require me to contact you immediately? How do you want to handle the notification of other Board members related to crucial information?
5. What thoughts or ideas do you have for achieving healthy and collaborative two-way communication?
6. How can I support you in your role as Board Chair?

Normal Communication

Agenda and Board Decisions

Any matters that will be decided by the board should be discussed at a public meeting. Items that require significant decisions will be introduced during the Board discussion section of the agenda. Prior to the Board meeting, the Executive Director will send all recommended discussion items and supporting material to the Board and collaborate with any Board related committees to set the discussion topics. Setting this is ultimately the responsibility of the Board Chair.

Board and Executive Director Communication Contd.

Executive Director Report

The Executive Director Report is given at all Board meetings. The Executive Director Report will include a wide range of topics throughout the year, including, but not limited to:

- Enrollment summary
- Staffing changes
- Governance
- Principal's/School Leader's reports
- Professional development updates
- Authorizer reports
- Any other pertinent school matters

The Executive Director report is sent to the Board with the board packet prior to the board meeting to address any questions Board Members may have prior to the meeting.

On the Same Page (OSP)

OSP is an email communication that details recent happenings at Three Rivers Montessori that are important and need to be communicated prior to the next Board workshop or regular meeting. OSP's are generally sent out during breaks, in the Summer, or when there are large gaps between meetings. These are meant to be informational only. Any questions or comments must be directed back to the Executive Director only; Board members must NOT reply all as this would constitute quorum.

General Information

The Executive Director will notify the Board via email whenever there is a situation that Board members would likely receive parent, staff, student, or media communications. These situations are outside the norm, may be disruptive to standard operating procedures, and are NOT an emergency:

- School closing due to inclement weather or outbreak of illness
- Staffing concerns
- Changes in finance or legislation
- Complaint that will go to the Board
- False fire alarms
- Bus accident with no injuries



Board and Executive Director Communication Contd.

Emergency Communication Standards

An emergency situation requires immediate contact with the Board Chair and then contact with the Board. Emergency situations require timely communication and fast decision making. A specific communication plan will be decided case by case with the collaboration between the Board Chair and Leadership Team. The situation will be placed in one of the three priority categories:

1. High = Immediate contact
2. Medium = Within three hours
3. Low = Same day

A preferred method of contact will be used for all situations as determined by the Leadership Team:

- Email
- Face-to-face
- Phone

Example: Bus accident involving injuries: High priority, immediate via phone, and follow up with details via email.

Situations that may require Emergency Communications:

- Bus accident involving injury
- Death or severe illness to an employee, parent, student, or Board member
- Major vandalism on school property
- Employee injured or killed while on duty
- Major crime by an employee
- Water main broken
- Heating system failure in the Winter
- Lock down situation
- Severe weather lockdown during arrival or dismissal



Working Groups/Committees

Working groups of the Three Rivers Montessori Board of Directors are advisory groups created to support the mission of the school by focusing on certain key school functions. Working groups/committees are strategic in nature; have recurring matters to evaluate and recommend; and are Board of Directors charged. Committees are advisory. Such committees shall be subject to Minnesota Open Meeting Law.

When warranted, for specific short-term or special circumstances, the Board may create various ad-hoc committees to perform specific duties. These groups may be comprised of Board members, faculty, staff, and/or parents and will only exist until their specific tasks have been accomplished.

Committees and/or ad-hoc committees are generally operational and/or advisory in nature. In addition, each committee or working group shall operate under a Board-approved mandate, updated at least annually, establishing the goals it will pursue, and in the case of a committee, clearly delineating the scope of any decision-making authority that has been delegated to it by the Board of Directors.

Working groups/committees do fall under the Open Meeting Law and transparency and collaboration amongst stakeholder groups is highly recommended. Working groups/committees are ongoing and generally meet at least monthly, but may this may not always be the case. Each working group/committee has an assigned Board member and that Board member acts as the liaison between the working groups/committee and the Board. Working groups/committees have a mandate by the Board and can be found on the School Board section of the TRM website. Current committees include:

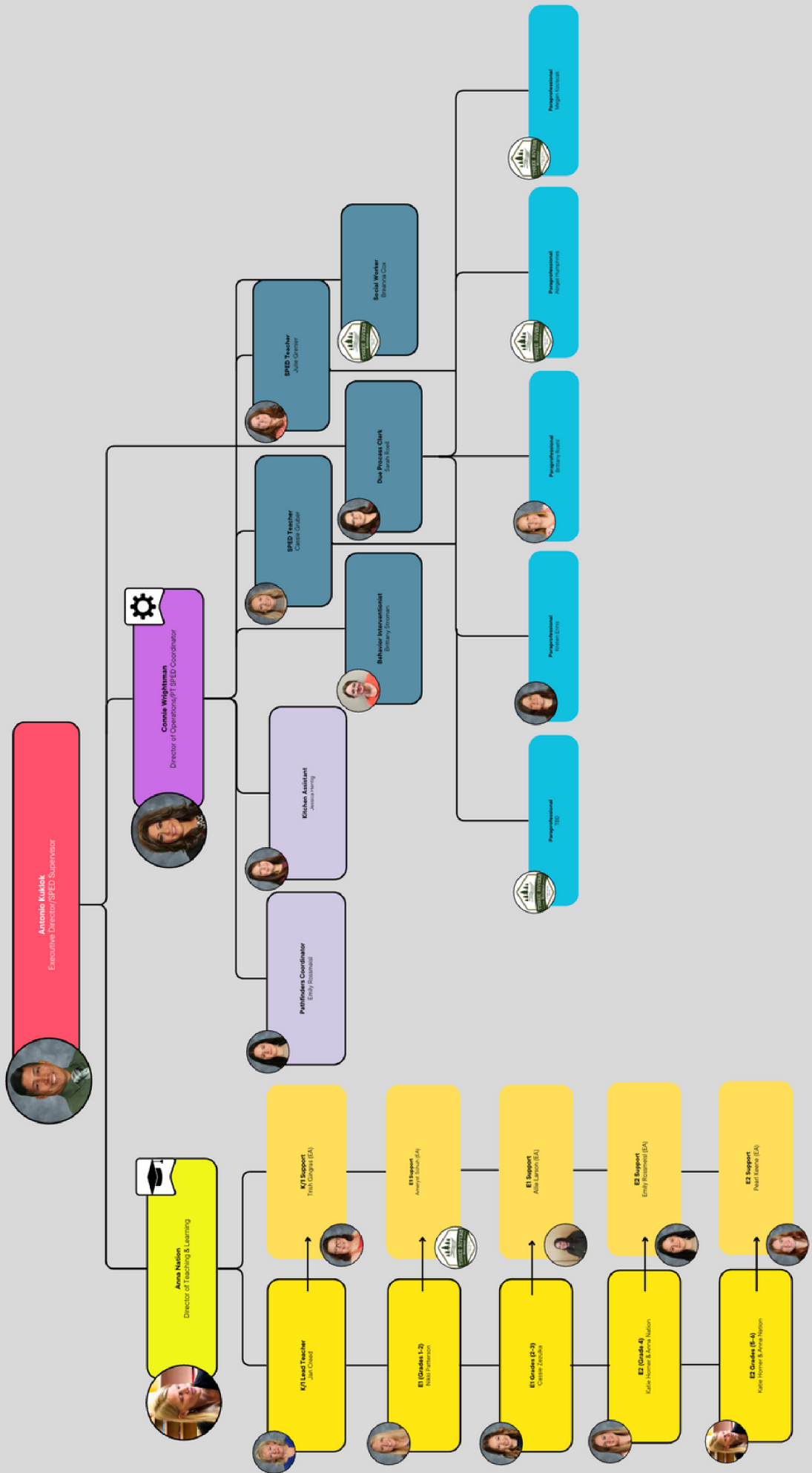
- The Finance Committee
- The Development Committee
 - Fundraising
 - Community Outreach
- The Review Committee
 - ED Review
 - Internal Policy Team (ie. the wellness policy)

Required Readings

In order to fully embrace and ensure the execution of the Mission and Vision of Three Rivers Montessori, as well as the strategic plan set forth by the Board of Directors, the Executive Director shall be encouraged to read, understand, and participate in the following

- The Three Rivers Montessori Strategic Plan
- PD and Development Opportunities through the Montessori Center of Minnesota
- *The Tao of Montessori* by Catherine McTamaney
- *Powerful Literacy in the Montessori Classroom* by Susan Zoll, Natasha Feinberg, and Laura Saylor
- *The Montessori Assessment Playbook* by The National Center for Montessori in the Public Sector

Board of Directors





Electronic Funds Transfer Policy

Date Created: 10/18/2023

Approved By: Not yet approved

Date Approved: TBD

Date Updated:

Electronic Funds Transfer (EFT) Policy

II. PURPOSE

The purpose of this policy is to set forth the circumstances in which Three Rivers Montessori may make electronic funds transfers.

II. POLICY

It is the policy of Three Rivers Montessori to abide by State law when making any electronic funds transfer.

III. TRANSFERS ALLOWED FOR CERTAIN PURPOSES

A. Three Rivers Montessori may make an electronic funds transfer for the following:

1. For a claim for a payment from a payroll bank account or investment of excess money;
2. For a payment of tax or aid anticipation certificates;
3. For a payment of contributions to pension or retirement fund; and
4. For vendor payments.



Electronic Funds Transfer Policy

Date Created: 10/18/2023

Approved By: Not yet approved

Date Approved: TBD

Date Updated:

IV. POLICY CONTROLS

A. Three Rivers Montessori will only make payments via electronic funds if the following policy controls are met:

1. The Board must annually delegate the authority to make electronic fund transfers to one or more designated business administrators;
2. The disbursing bank must keep on file a certified copy of the delegation of authority;
3. The initiator of the electronic transfer must be identified;
4. The initiator must document the request and obtain an approval from the designated business administrator before initiating the transfer;
5. A written confirmation of the transaction must be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction; and
6. A list of all transactions made by electronic funds transfer must be submitted to the school board at its next regular meeting after the transaction.

Legal References: Minn. Stat. §124D.10 (Charter School Law)

Minn. Stat. §471.38 (Claims)



Fund Balance Policy

Date Created: 10/18/2023

Approved By: Not Yet Approved

Date Approved: TBD

Date Updated:

Three Rivers Montessori Fund Balance Policy

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.



Fund Balance Policy Cont.

D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.

E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.



Fund Balance Policy Cont.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will maintain a minimum unassigned general fund balance of eight (8) percent of the annual general fund unassigned expenditures, which may be adjusted to a minimum of five (5) percent based on school board discretion.

For the original budget and revised budget, the percentage shall be the ratio of the general fund budgeted unassigned fund balance to the general fund unassigned budgeted expenditures.

For the year-end audit, the percentage shall be the ratio of the sum of the actual unassigned general fund balance and the actual assigned for next year's budget to the actual general fund unassigned expenditures

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.



Fund Balance Policy Cont.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the Superintendent of Schools and the Executive Director of Business Services. Assignments so made shall be reported to the school board on a tri-annual basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct tri-annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding



Teacher & Staff Evaluation Policy

Date Created: 01/31/2024

Approved By: Not Yet Approved

Date Approved: TBD

Date Updated:

Teacher & Staff Evaluation Policy

PURPOSE

This policy establishes a general program and structure to carry out planning and reporting on staff professional learning that supports improved student learning.

POLICY

Three Rivers Montessori is committed to facilitating, nurturing, and promoting opportunities to increase the development of all school staff. Three Rivers Montessori Administration will create, develop, and implement professional learning plans and evaluations of all staff of the school. The staff development plans will align with TRM's mission and goals.

DUTIES OF TRM ADMINISTRATION IN RELATION TO TEACHER AND STAFF DEVELOPMENT

TRM administration will conduct evaluation on employees on an annual basis as follows:

A. Licensed/Certified staff will participate in a collaborative evaluation process that starts in the Fall of each year. A Winter evaluation will allow for monitoring and adjustment of goals, and a summative Spring evaluation will determine if goals were met. Administration may use elements of a Teacher Development and Appraisal System in combination with Montessori evaluation practices. Outcomes will be consistent with TRM strategic plans and the overall Vision and Mission of Three Rivers Montessori.

B. Non-Licensed staff (including hourly and salaried staff) will participate in a summative evaluation in the Spring of each school year. The summative evaluation will include:

1. Accomplishments and strengths of the employee
2. Areas for development and growth
3. Assessment of job knowledge and skills
4. Assessment of Quality of work
5. Assessment of Communication, Cooperation, and Teamwork
6. Assessment of Attendance and Reliability
7. Assessment of Professionalism

Non-licensed staff will be encouraged to provide evidence of accomplishment in each of these areas before their evaluation date and the evaluation rubric will be shared with them prior to their Spring evaluation.



Teacher & Staff Evaluation Policy Contd.

STAFF DEVELOPMENT

Ongoing staff development will be provided for all staff throughout the school year that will contribute toward continuous improvement in achievement of the following goals:

A. Improve student achievement of state and local education standards in all areas of the Montessori curriculum, including areas of regular academic and applied and experiential learning, by using Montessori best practices methods;

B. Effectively meet the needs of a diverse student population, including at-risk students, students with special needs, multilingual learners, and excelling students, within the regular classroom, special education settings, and other settings within the school;

C. Provide an inclusive curriculum for a diverse student body that is consistent with state education diversity rule and Montessori cultural learning continuums.

D. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;

E. Effectively teach and model behavior expectations that ensure a positive learning environment and utilizes curriculum and/or resources that address early intervention alternatives and issues of harassment, teach nonviolent alternatives for conflict resolution, and support strong social and emotional learning.

F. Provide teachers and other members of site-based leadership teams with appropriate management skills.

HIGHLY QUALIFIED SUPPORT STAFF

Per MN Statutes sections 120B.363, subdivision 3 and section 121A.642, all Special Education Paraprofessional and Educational Assistant staff members will be provided with training in: students' characteristics; teaching and learning environment; academic instruction skills; student behavior; and ethical practices; emergency procedures; confidentiality; vulnerability; reporting obligations; discipline policies; roles and responsibilities; and a building orientation.

Staff in this designation will complete at least six hours of training before the first instructional day of each school year or within 30 days of hire and this training may be provided in face to face or digital formats. Training may also include collaboration time with classroom or special education teachers and planning for the school year.

A TRM administrator will provide annual certification of compliance with this requirement to the Minnesota Department of Education Commissioner as requested.



Teacher & Staff Evaluation Policy Contd.

Further, all Educational Assistants and Special Education Paraprofessionals must be “highly qualified” per federal regulations and state mandate. They may obtain highly qualified status through any or all of the following the following:

- An employee is deemed highly qualified if they have 60 or more credits from an accredited University
- An employee is deemed highly qualified if they have an Associates Degree or higher from an accredited University
- Paraprofessionals who have passed an assessment(s) approved by the Minnesota Department of Education (MDE) may wish to complete the additional requirements to obtain the Voluntary Paraprofessional Credential administered by the Minnesota Professional Educator Licensing and Standards Board (PELSB). The voluntary credential is not required to work as a paraprofessional.
- **Paraprofessional Assessments:** Two state-approved assessments are available through most regional educational service cooperatives and some school districts to become highly qualified:
 - The Paraeducator assessments require, in Minnesota, passing scores of 65% for the Instructional Support test and 70% for the Knowledge and Application test.
 - The ParaPro assessment requires a combined Minnesota passing score of 460.
 - Only one of these needs to be completed

TRM administration will collect and retain in digital and hardcopy all documentation showing highly qualified status for Special Education Paraprofessionals and Educational Assistants.



School Curriculum & Instructional Goals Policy

Date Created: 01/31/2024

Approved By: Not yet approved

Date Approved: TBD

Date Updated:

School Curriculum & Instructional Goals Policy

PURPOSE

The purpose of this policy is to meet the mission of Three Rivers Montessori and to establish broad curriculum parameters for Three Rivers Montessori that encompass the Minnesota Academic Standards and federal law and are aligned with creating the World's Best Workforce.

POLICY STATEMENT

A. The policy of Three Rivers Montessori is to establish the “World’s Best Workforce” in which all Montessori learning at Three Rivers Montessori should be directed and for which all TRM stakeholders should be held accountable.

DEFINITIONS

A. “Academic standard” means a summary description of student learning in a required content area.

B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

C. “Curriculum” means Three Rivers Montessori programs and written plans for providing students the hands-on learning experiences that lead to expected knowledge, skills, and career and college readiness while challenging students to attain their highest potential using the Montessori method.

D. “Instruction” means methods of providing learning experiences that enable students to meet state and Three Rivers Montessori academic standards while challenging students to attain their highest potential using the Montessori method.



School Curriculum & Instructional Goals Policy Contd.

E. “Performance measures” are measures to determine Three Rivers Montessori progress in striving to create the World’s Best Workforce and must include at least the following:

1. Student performance on the Minnesota Comprehensive Assessments;
2. Student performance on formative assessments in the Fall, Winter, and Spring (NWEA Map)
4. Montessori observation and data collection and progress reporting two times per year

F. “World’s Best Workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduation from high school; and have all students graduate from high school.

LONG-TERM STRATEGIC PLAN

A. The Board of Directors, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the World’s Best Workforce and includes the following:

1. Clearly defined Three Rivers Montessori goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
2. A process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in accelerated instruction, adopt procedures for early admission to kindergarten which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the World’s Best Workforce;



School Curriculum & Instructional Goals Policy Contd.

3. A system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, administrator evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers at Three Rivers Montessori and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, subdivision 8, or 122A.41, subdivision 5;
4. Strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. A process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. Education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. An annual budget for continuing to implement Three Rivers Montessori's plan.

B. Three Rivers Montessori goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:
 - a. Reading, writing, speaking, listening, and viewing in the English language;
 - b. Mathematical and scientific concepts;
 - c. Locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e. problem solving);
 - d. Creative and critical thinking, and decision making skills;
 - e. Post-secondary readiness skills;
 - f. Global and cultural understanding in alignment with Montessori cultural learning continuums.



School Curriculum & Instructional Goals Policy Contd.

2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. Live as a responsible, productive citizen in the United States of America. A citizen that is respectful, demonstrates integrity, perseverance, honor, and strives for excellence;
 - b. Bring many perspectives, including historical, to contemporary issues;
 - c. Develop an appreciation and respect for democratic institutions;
 - d. Communicate and relate effectively in languages and with cultures other than the student's own;
 - e. Practice stewardship of the land, natural resources, and environment;
 - f. Use a variety of tools to gather and use information, enhance learning, solve problems, and increase human flourishing.

3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and movement.

4. Three Rivers Montessori practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. Establishing and achieving personal and post-school goals;
 - b. Adapting to change;
 - c. Leading a healthy and fulfilling life, both physically and mentally;
 - d. Becoming an exemplary and knowledgeable citizen, living a life that will contribute to the well-being of society;
 - e. Becoming a self-directed learner;
 - f. Exercising ethical behavior



School Curriculum & Instructional Goals Policy Contd.

5. Students will be given the opportunity to acquire human relations skills necessary to:
 - a. Through civil discourse, appreciate and understand human diversity and interdependence;
 - b. Address problems through collaboration,;
 - c. Resolve conflicts with and among others;
 - d. promote a fair and just society amongst all.

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction via the Montessori method, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The Montessori instruction provided by teachers will include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
 1. Three Rivers Montessori must identify, through a locally determined manner, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
 2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
 3. Reading assessments in English and in the predominant languages of English language learners, where practicable, must identify and evaluate students' areas of academic need related to literacy. Three Rivers Montessori also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. Three Rivers Montessori must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Minnesota Commissioner of Education by July 1.



School Curriculum & Instructional Goals Policy Contd.

4. Three Rivers Montessori must annually report to the Minnesota Commissioner of Education, by July 1, a summary of Three Rivers Montessori's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph
 - a. The report must include:
 - i. A summary of Three Rivers Montessori's efforts to screen for dyslexia;
 - ii. The number of students screened for that reporting year; and
 - iii. The number of students demonstrating characteristics of dyslexia for that year.

5. A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.

6. At least annually, Three Rivers Montessori must give the parent of each student who is not reading at or above grade level timely information about:
 - a. The student's reading proficiency as measured by a locally adopted assessment;
 - b. Reading-related services currently being provided to the student and the student's progress; and
 - c. Strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

7. For each student who is not reading at or above grade level, Three Rivers Montessori shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, Three Rivers Montessori must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate Three Rivers Montessori and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.



School Curriculum & Instructional Goals Policy Contd.

Legal References:

Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)

Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)

Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.147, Subd. 3 (Principals)

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)

20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (Charter School Mission Statement)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (Charter School Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (Charter School System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)



Acceptance of Gifts/Donations/Fundraising Policy

Date Created: 02/05/2024

Approved By: Not Yet Approved

Date Approved: TBD

Acceptance of Gifts/Donations/Fundraising Policy

Purpose

This policy regulates the acceptance of gifts, donations, and fundraising efforts of the school

General Statement of Policy

Three Rivers Montessori will only accept gifts, donations, and outside fundraising efforts that are consistent with the school's mission and are in compliance with local, state, and federal laws. Neither the school nor any district employee or other person acting on behalf of the school may accept any donation or gift unless such acceptance is in compliance with this policy. Once accepted, all gifts, donations, and funds raised become the property of Three Rivers Montessori.

Definitions

A. "The School" shall refer to Three Rivers Montessori public charter school and private preschool program, The Children's House.

B. "Administrative Leadership Team" shall be comprised of all school leaders within the various departments of TRM such as Operational, Academic, Special Education, and the Executive Director

Acceptance of Gifts, Donations, Funds Raised

A. The School may receive gifts, donations, and/or outside funds raised. The term "gifts" includes in-kind gifts. Site principals or program administrators receiving gifts of more than \$5000 must complete the contribution proposal described in Appendix A. The following factors will be considered by the school when deciding to accept or reject gifts:

1. Does the gift have a purpose that furthers the mission of Three Rivers Montessori?
2. Does the gift place restrictions on The School's use of the gift?
3. Does the gift imply an endorsement of any business or product?
4. Does the gift have unsustainable, ongoing expenses that require substantial funding?
5. Does the gift create inequities between programs or departments?

B. The district will not accept a gift that contains restrictions or conditions that conflict with local, state, or federal laws, TRM policies, or contracts to which The School is a party. The School will not accept a gift which, in its sole discretion, it determines to pose a risk to the health and/or safety of The School's students, employees, or other individuals.



Acceptance of Gifts/Donations/Fundraising Policy Contd.

C. Individuals and groups desiring to make a contribution in support of a specific department or program, as opposed to a gift for the general benefit of the school at large, will communicate with building administration, the department/program administrator, or the Executive Director. The contributor will describe the nature and the extent of the gift.

D. A written contribution proposal is required for all contributions exceeding \$5000, to be submitted to the Executive Director (see Appendix A, Contribution Proposal).

E. The School Board will formally accept and recognize all gifts at a regular meeting of the board. The recognition will be shared in accordance with the Minnesota Government Data Practices Act and other applicable laws.

F. The Board may accept a gift of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift.

G. The board will have the sole authority to determine whether a gift, precondition, condition, or limitation on use; included in a proposed gift; furthers the interests of or benefits The School and whether it should be accepted or rejected.

Proposal for Donation to Support a Specific Need

A. The School will consider accepting donations for a specific department, program, or specific need when a TRM organization or partnership cannot be identified or accessed to support the specific need. The need can be brought forward by staff or community members.

B. The specific need and donation process – including potential fundraising – will be formally submitted in a proposal to the Executive Director. The Executive Director will review the proposal and determine the best option for addressing the need. The options include directing the proposal for consideration to:

- An existing Board working group or subcommittee
- An organization or agency outside of the district's organizations and partnerships (i.e., county, city, or state entities); or
- The administrative leadership team, which will review and consider the proposal based on Section A;1., above.

C. The administrative leadership team's consideration will result in:

- Approving the proposal and defining the district's funding account to be used to execute the proposal;
- Modifying the proposal to meet parameters established by district policy, and then approving the proposal and defining the district's funding account to be used to execute the proposal; or
- Rejecting the proposal. The decision of the administrative leadership team is final.



Acceptance of Gifts/Donations/Fundraising Policy Contd.

Administration in Accordance With Terms

If the school board agrees to accept a gift that contains preconditions, conditions, or limitations on use, the district will administer the gift in accordance with those terms.

Memorial Gifts and Recognitions

Gifts and/or requests in memory of an individual, group, or event can be accepted with memory recognition options to student scholarships, personalized/engraved items for school grounds, or targeted educational programs. Memorials will be reviewed and determined by the administrative leadership team.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)

Minn. Stat. § 465.03 (Gifts to Municipalities)



Acceptance of Gifts/Donations/Fundraising Policy Contd.

Appendix A Contribution Proposal

A written contribution proposal is required for all contributions exceeding \$5000. TRM employees receiving gifts of more than \$5000 must complete this contribution proposal and return to the Executive Director.

Amount/value of gift: _____

Describe how the gift furthers the mission of Three Rivers Montessori:

Are there any restrictions on TRM's use of the gift?

Does the gift imply an endorsement of any business or product?

Describe in detail any ongoing expenses TRM may incur if the gift is accepted.

Does the gift create inequities between departments or programs?

(You may add additional details to the back of this form)



**Executive Director
Performance Review
2023-2024 School Year**

Timeline	Objective	Date
Summer or Early Fall	Review committee and Executive Director review job description, evaluation process, forms, & timelines.	X
	Review committee and Executive Director identify acceptable supporting documents, information, evidence, and data to be used to measure performance.	X
	Review committee and Executive Director create goals and/or identify standards based on school priorities that are measurable and achievable in twelve months.	X
Spring	Each school board member receives the end-of-year summative evaluation form & the evaluation criteria.	Feb
	Executive director may complete a self-evaluation, with supporting documents, to be provided to the school board.	Feb
	Executive director makes end-of-year progress reports to the school board related to the goals and standards.	April
	School board members discuss the Executive Director's performance on each goal and/or standard. The school board may request an opportunity to prepare for the summative evaluation without the Executive Director's presence, but the school board cannot exclude the Executive Director.	April
	At the evaluation meeting, the school board chair leads the school board's review of the Executive Director's performance. The school board may close the meeting unless the Executive Director requests that the meeting be open. The school board should require that this request be in writing.	April
	At the next open meeting, the school board summarizes its conclusions regarding the summative evaluation, in compliance with Minnesota's Open Meeting Law.	May
	The final written summative evaluation form is placed in the Executive Director's personnel file.	May



**Executive Director
Performance Review
2023-2024 School Year**

Ratings and Scoring Guide			
Does Not Meet Target 0% of KPI points	Approaches Target 50% of KPI points	Meets Target 100% of KPI points	Exceeds Target 150% of KPI points

Governance				
Standard	Indicator	Target	Actual	Points
Goals and/or Strategic Plan	World's Best Workforce Year-End Report	Timely, accurate, and comprehensive completion of the WBWF annual report for the school year		/10
Policy Implementation	Consistent and timely delivery of new and updated policies	Consistent and timely delivery of new and updated policies		/10
			Total Category Points	/20

School Board - Governance Comments



School Finances				
Standard	Indicator	Target	Actual	Points
Budget Development & Maintenance	Average Daily Membership	99 ADM		/5
Financial Statements	Annual Budget	Expenditures within 10% of budget target; excluding any capital expenditure or emergency facilities expenses		/5
		Revenue within 10% of budget target (or above)		/5
Financial Controls	Compliance during audit	No discrepancies during audit results and/or clearing any findings		/5
			Total Category Points	/20

School Board - School Finances Comments



Communication & Community Relationships				
Standard	Indicator	Target	Actual	Points
Engagement	Parent Satisfaction	Positive Parent Net Promoter Score		/5
Visibility & Approachability	Staff Support	Positive Employee Net Promoter Score		/5
Informs the Community as a Whole	Develops partnerships with local media for school visibility	One event where outside community members visit the school		/5
			Total Category Points	/15

School Board - Communication & Community Relationships Comments



School Operations				
Standard	Indicator	Target	Actual	Points
Food Service	Food service audit	No fiscal ramifications/findings from the 2023-2024 food service program audit.		/5
Facilities & Maintenance	Safety and security incidents; Facilities & maintenance budget	Ensure safety and security of the building while staying within the maintenance budget.		/5
			Total Category Points	/10

School Board - School Operations Comments



Human Resources				
Standard	Indicator	Target	Actual	Points
Hiring & Staff Development	Fully staffed	Maintained fully staffed building throughout the year		/5
Internal Communications	Consistent daily staff communication	Daily staff update email - monthly calendar, upcoming events, daily announcements, etc.		/5
Evaluation	Staff observations & feedback	Completed timely observations of the licensed observation schedule		/5
			Total Category Points	/15

School Board - Human Resources Comments



Teaching & Learning				
Standard	Indicator	Target	Actual	Points
Staff Development	MDE teaching qualification compliance	All licensed staff are licensed in the areas they work in		/5
	Montessori teacher training	All teachers are Montessori-trained or are enrolled in an approved Montessori training program		/5
Curriculum & Instruction	All Third-Graders can read at grade level	School's aggregate proficiency index by grade 3 will be greater than the state for the same grade.		/5
	Osprey Wilds Authorizer Compliance	Meets or exceeds target on academic evaluation		/2.5
		Meets or exceeds target on financial evaluation		/2.5
		Meets or exceeds target on operations evaluation		/2.5
		Meets or exceeds target on environmental education evaluation		/2.5
			Total Category Points	/25

School Board - Teaching & Learning Comments



Student Support				
Standard	KPI	Target	Actual	Points
Student Engagement and Feedback	Students enjoy coming to school	90% positive responses on parent survey question "My child enjoys school."		/5
			Total Category Points	/5

School Board - Student Support Comments



Ethical & Inclusive Leadership				
Standard	KPI	Target	Actual	Points
Diverse Communities	All racial and economic achievement gaps between students are closed	The school's aggregate proficiency index score for students in the free and reduced price lunch subgroup will be greater than that of the resident district for the same subgroup and the same grades.		/2.5
		The school's aggregate proficiency index score for students in the SPED program subgroup will be greater than that of the resident district for the same subgroup and the same grades.		/2.5
			Total Category Points	/5

School Board - Ethical & Inclusive Leadership Comments



School Board - Evaluation Summary

Category	Possible Score	Actual Score
Governance	20	
School Finances	20	
Communication & Community Relationships	15	
School Operations	10	
Human Resources	15	
Teaching & Learning	25	
Student Support	5	
Ethical & Inclusive Leadership	5	
Total Performance Review Score		_____ / 115

_____ Executive Director Full Name

_____ Date

_____ Executive Director Signature

_____ Board Chair Signature



**Executive Director
Performance Review Self-Assessment
2023-2024 School Year**

Governance			
Standard	Indicator	Target	Comments
Goals and/or Strategic Plan	World's Best Workforce Year-End Report	Timely, accurate, and comprehensive completion of the WBWF annual report for the school year	
Policy Implementation	Consistent and timely delivery of new and updated policies	Consistent and timely delivery of new and updated policies	

School Finances			
Standard	Indicator	Target	Comments
Budget Development & Maintenance	Average Daily Membership	99 ADM	
Financial Statements	Annual Budget	Expenditures within 10% of budget target; excluding any capital expenditure or emergency facilities expenses	
		Revenue within 10% of budget target (or above)	
Financial Controls	Compliance during audit	No discrepancies during audit results and/or clearing any findings	



Communication & Community Relationships			
Standard	Indicator	Target	Actual
Engagement	Parent Satisfaction	Positive Parent Net Promoter Score	
Visibility & Approachability	Staff Support	Positive Employee Net Promoter Score	
Informs the Community as a Whole	Develops partnerships with local media for school visibility	One event where outside community members visit the school	

School Operations			
Standard	Indicator	Target	Comments
Food Service	Food service audit	No fiscal ramifications/findings from the 2023-2024 food service program audit.	
Facilities & Maintenance	Safety and security incidents; Facilities & maintenance budget	Ensure safety and security of the building while staying within the maintenance budget.	



Human Resources			
Standard	Indicator	Target	Comments
Hiring & Staff Development	Fully staffed	Maintained fully staffed building throughout the year	
Internal Communications	Consistent daily staff communication	Daily staff update email - monthly calendar, upcoming events, daily announcements, etc.	
Evaluation	Staff observations & feedback	Completed timely observations of the licensed observation schedule	

Teaching & Learning			
Standard	Indicator	Target	Comments
Staff Development	MDE teaching qualification compliance	All licensed staff are licensed in the areas they work in	
	Montessori teacher training	All teachers are Montessori-trained or are enrolled in an approved Montessori training program	
Curriculum & Instruction	All Third-Graders can read at grade level	School's aggregate proficiency index by grade 3 will be greater than the state for the same grade.	
	Osprey Wilds Authorizer Compliance	Meets or exceeds target on academic evaluation	
		Meets or exceeds target on financial evaluation	
		Meets or exceeds target on operations evaluation	
Meets or exceeds target on environmental education evaluation			



Student Support			
Standard	KPI	Target	Actual
Student Engagement and Feedback	Students enjoy coming to school	90% positive responses on parent survey question "My child enjoys school."	

Ethical & Inclusive Leadership			
Standard	KPI	Target	Actual
Diverse Communities	All racial and economic achievement gaps between students are closed	The school's aggregate proficiency index score for students in the free and reduced price lunch subgroup will be greater than that of the resident district for the same subgroup and the same grades.	
		The school's aggregate proficiency index score for students in the SPED program subgroup will be greater than that of the resident district for the same subgroup and the same grades.	



Self-Assessment - Comments

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Self-Assessment - Goals for next year

Family Satisfaction & Enrollment	
Staff Satisfaction & Retention	
Academics, Learning & Cognitive Development	
Budget & Compliance	