

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, March 19th, 2024 at 6:00 p.m.

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

Sent to OW - 03/14/2024 | Placed on Website - 03/14/2024

Approved on:

## **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 02/20/24

## **VI. PUBLIC COMMENTS**

None

## **VI. FINANCE COMMITTEE**

- a. February Month End Financials
  - i. **ACTION ITEM:** Approve Prior Month Financial Report
  - ii. **ACTION ITEM:** Approve Prior Month Expenditures
- b. Capital Improvement Subcommittee discussion

## **VII. INFORMATION ITEMS**

1. Enrollment Update
2. Staffing Update
3. 2024-2025 Enrollment Update
4. 2024 Live Lottery Results
5. MDH Surprise Food Service Inspection on 03/12/2024

6. Seating Proposal for Kindergarten Enrollments
7. Draft School Calendar for SY 24'-25' Update and Timeline

## **IX. DISCUSSION ITEMS**

1. 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
2. Update on 2024 Board Election Timelines and Details - Brooke created a staggered board seating chart that will allow for seats to term in a rotating fashion. The board will notify the public that there will be two open seats for election in May.
  - a. Annual Meeting on 05/21/2024 with election results to be shared  
Notes from January 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: Staggering proposed and taken for vote below*
    - 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: Update, Chris resigning after this school year*
      1. *Approval of slated schedules: Nikki Motions to approve*
      2. *Seconded by Jenny Hepokoski*
      3. *Further Discussion: None*
      4. *Vote: Unanimous, motion carried*
    - iv. Next Steps to prepare for May Annual Meeting?

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, April 16th, 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, 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

Approved on:

**I. CALL TO ORDER** by: Chris Castagneri at 6:00pm

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

1. Board Members Present + Declarations: Brooke Blomker, no conflicts; Nikki Patterson, no conflicts; Jenny Hepokoski, no conflicts; Chirs Castagneri, no conflicts
2. Board Members Absent: Tim Eilrich, Lydia Skadberg
3. Other Attendees: Antonio Kuklok, Ex Officio; Katie Zehowski, TRM SPED 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: With additional agenda items added in orange
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Nikki Patterson
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried

## **V. CONSENT AGENDA**

### 1. ACTION ITEMS:

- a. APPROVAL: TRM Regular Board Meeting Minutes 01/16/24
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Jenny Hepokoski
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried
- b. APPROVAL: Student Medication Policy
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Jenny Hepokoski
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried
- c. APPROVAL: Resignation of Josh Green as a board member effective 02/17/2024
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Jenny Hepokoski
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried

## **VI. PUBLIC COMMENTS**

None

## **VI. FINANCE COMMITTEE**

- a. January Month End Financials
  - i. **ACTION ITEM:** Approve Prior Month Financial Report
    1. Motion to Approve: Nikki Patterson
    2. Seconded: Brooke Blomker
    3. Further discussion: None
    4. Vote: Unanimous, Motion Carried
  - ii. **ACTION ITEM:** Approve Prior Month Expenditures
    1. Motion to Approve: Nikki Patterson
    2. Seconded: Jenny Hepokoski
    3. Further discussion: None
    4. Vote: Unanimous, Motion Carried
- b. Line of Credit Renewal Update
  - i. **ACTION ITEM:** Approve Line of Credit Draw for February 28 of \$50,000.00 per timetable set forth on page 9 (Cash Flow Projection Summary) of the Financial Packet
    1. Motion to Approve the \$50,000 line of credit draw for February 28th: Brooke Blomker
    2. Seconded: Nikki Patterson
    3. Further discussion: None
    4. Vote: Unanimous, Motion Carried
- c. Capital Improvement Subcommittee discussion - Tabled in Tim's Absence

## **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
  - a. Motion to Approve: Brooke Blomker
  - b. Seconded: Nikki Patterson
  - c. Further discussion: None
  - d. Vote: Unanimous, Motion Carried
2. APPROVAL: Executive Director/Board Relations Handbook
  - a. Motion to Approve: Nikki Patterson
  - b. Seconded: Brooke Blomker
  - c. Further discussion: None
  - d. Vote: Unanimous, Motion Carried
3. Policy Reviews - Tabled for March board meeting. Board members will review and take vote once all board members are present
  - 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 - Brooke created a staggered board seating chart that will allow for seats to term in a rotating fashion. The board will notify the public that there will be two open seats for election in May.
  - 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*
      1. *Approval of slated schedules: Nikki Motions to approve*
      2. *Seconded by Jenny Hepokoski*
      3. *Further Discussion: None*
      4. *Vote: Unanimous, motion carried*

6. Board Roles for the 2024-2025 School Year - Members to consider

## **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**

1. Motion to Adjourn: Nikki Patterson
2. Seconded: Brooke Blomker
3. Further Discussion: None
4. Vote: Unanimous, Motion Carried

Meeting ended at: Meeting ended at 7:37pm



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

**Financial Statements**

**February 29, 2024**

**Three Rivers Montessori  
Elk River, Minnesota  
February 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 (\$215,003). This would result in a projected cumulative fund balance of \$65,824 or 3.1% of expenditures at fiscal year-end.

**Financial Statement Key Points**

- \* As of month-end, 66.67% of the year was complete.
- \* Cash Balance as of the reporting period is \$96,666, up from the previous month of \$74,814. As expected, we needed a line of credit draw of \$50,000 so this accounts for our increase.
- \* Revenues received at end of the reporting period – 63.55%
- \* Expenditures disbursed at end of the reporting period – 59%

**Other Items**

- \* FY24 Lease aid has been approved and we will see the catch up payment on March 15<sup>th</sup>.
- \* The working budget was adjusted to include preschool assumptions beginning in January and an increase in payroll expenses overall.

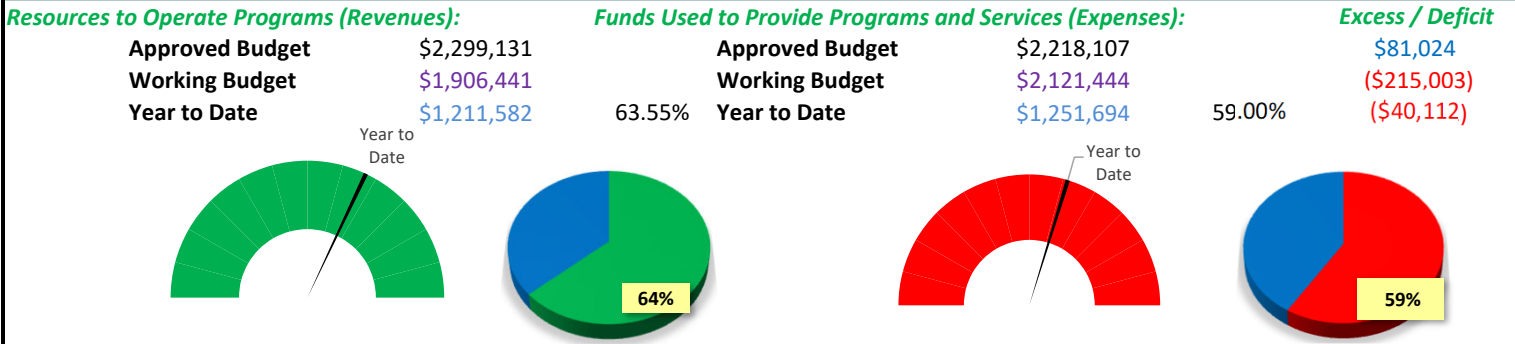
**Supplemental Information (see separate attachments)**

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](mailto:mindy.wachter@creativeplanning.com) should you have any questions related to the financial statements.*

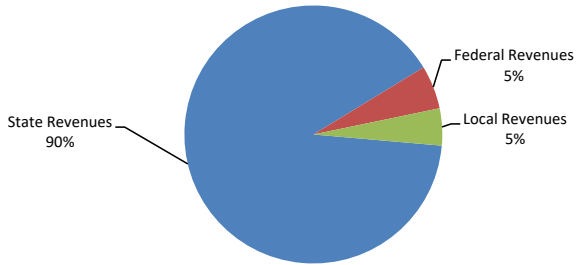
**Three Rivers Montessori  
Elk River, Minnesota  
Financial Statements Dashboard  
As of February 29, 2024**

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

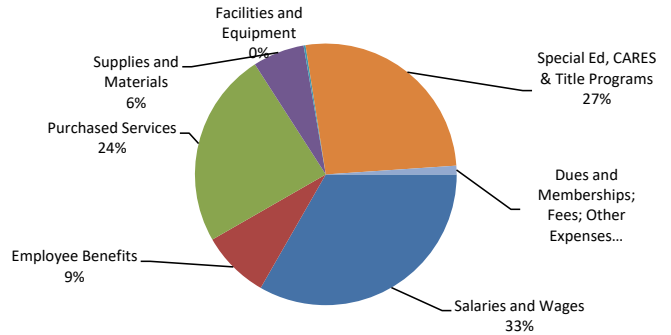


**Budgets for the Year**

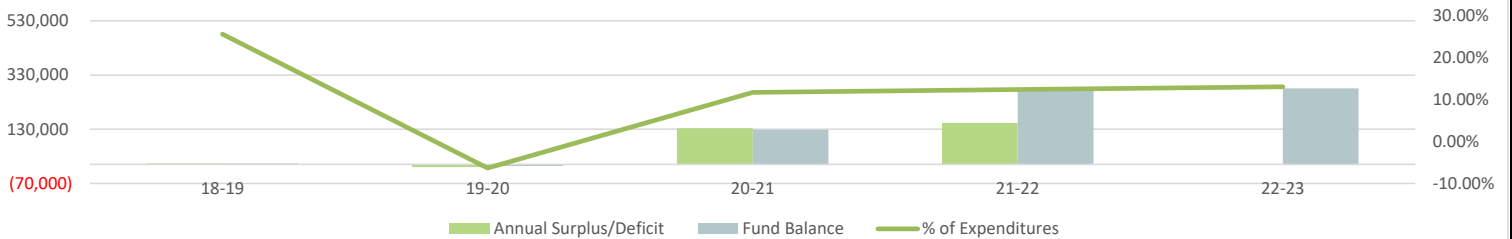
*Where funds will come from to operate the school:*

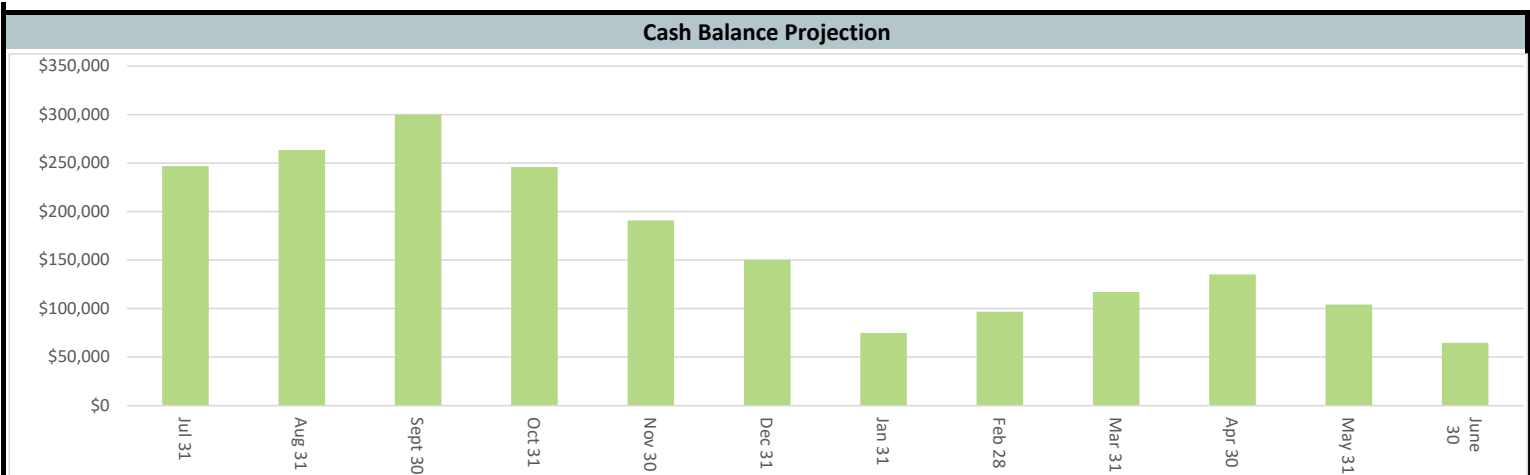
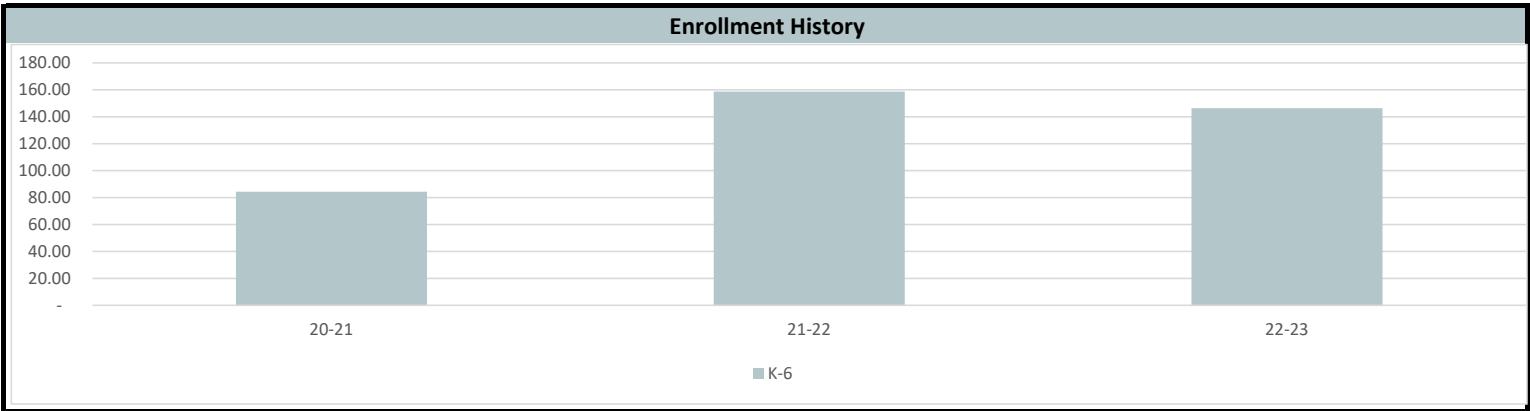
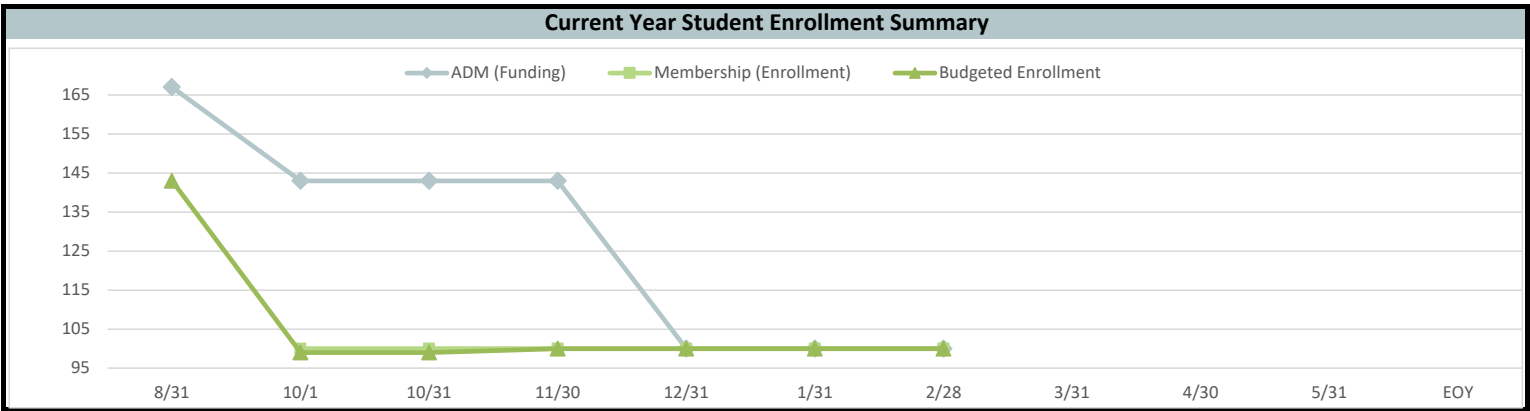
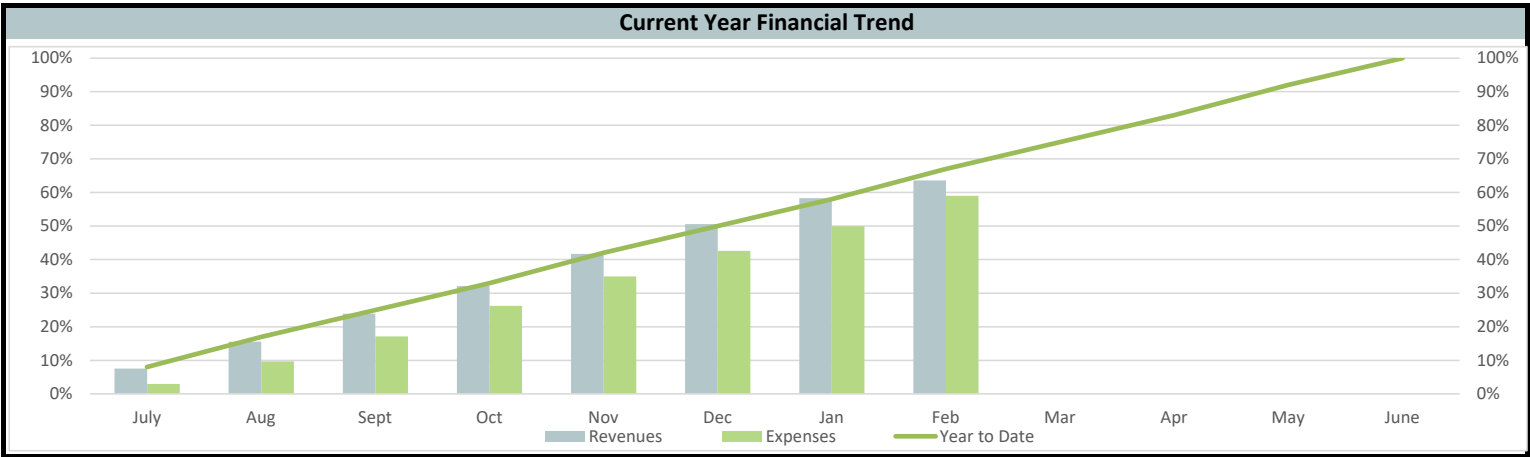


*How the money is budgeted to be spent:*



**Fund Balance History**





**Three Rivers Montessori  
Elk River, Minnesota  
Balance Sheet  
As of February 29, 2024**

	Audited Balance 7-1-2023	Month Ending Balance
<b>Assets</b>		
Current Assets		
101 Main Bank	\$ 171,912	\$ 96,666
101 Savings Bank	400	-
115 Accounts receivable	1,327	-
121 State aids receivable	126,116	272
Current year state holdback		258,179
122 Federal aids receivable through MDE	50,530	22,127
131 Prepaid expenses	14,397	-
Total all assets	<u>\$ 364,682</u>	<u>\$ 377,244</u>
<b>Liabilities and Fund Balance</b>		
Current Liabilities		
201 Salaries and wages payable	\$ 28,639	\$ 18,212
202 Sale of receivables / line of credit advances	-	50,000
206 Accounts payable	33,093	55,585
215 Payroll deductions and contributions payable	19,908	12,733
230 Deferred revenue - lunch accounts	2,215	-
Total liabilities	<u>83,855</u>	<u>136,529</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	-	(40,112)
Total fund balance	<u>280,827</u>	<u>240,715</u>
Total liabilities and fund balance	<u>\$ 364,682</u>	<u>\$ 377,244</u>

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**Three Rivers Montessori  
Elk River, Minnesota  
Summary Revenue and Expense Statement  
As of February 29, 2024**

	Months to Date		8	66.67%
	2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of Working Budget
<b>Projected Enrollment</b>	167	100	100.00	100.00%
Weighted Average Daily Membership	167.00	100.00	100.00	100.00%
<b>General Fund - 01</b>				
Revenues				
State Revenues				
211 General education aid	1,276,007	892,597	631,152	70.71%
212 Literacy incentive aid	12,811	12,811	7,880	61.51%
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	474,581	133,442	28.12%
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	-	1,975	1,975	99.99%
999 Prior year over/under accrual	60,000	40,000	-	0.00%
Estimated state holdback	-	-	258,179	
Total state revenues	<u>2,079,632</u>	<u>1,645,924</u>	<u>1,082,851</u>	<u>65.79%</u>
Federal Revenues				
401 414 Title programs	2,078	17,420	5,349	30.71%
419 425 Special education aid	27,522	18,049	18,109	100.33%
499 CRF/CARES	12,661	15,600	15,600	100.00%
Total federal revenues	<u>42,262</u>	<u>51,069</u>	<u>39,058</u>	<u>76.48%</u>
Local Revenues				
Deposits without documentation				
050 Fees collected	8,245	8,245	4,025	48.82%
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	(701)	-70.07%
Total local revenues	<u>23,904</u>	<u>33,904</u>	<u>13,824</u>	<u>40.77%</u>
<b>Total revenues</b>	<b><u>\$ 2,145,798</u></b>	<b><u>\$ 1,730,897</u></b>	<b><u>\$ 1,135,733</u></b>	<b><u>65.62%</u></b>
Expenditures				
General Fund				
100 Salaries	700,448	619,186	346,700	55.99%
200 Benefits	168,759	161,211	89,372	55.44%
Projected salaries and benefits payable			30,871	
Total salaries, wages, and benefits payable	<u>869,207</u>	<u>780,397</u>	<u>466,944</u>	<u>59.83%</u>
305 Contracted services	214,200	198,200	110,482	55.74%
315 Contracted technology services	2,000	4,000	1,240	31.00%
320 Communications services	5,100	5,100	2,943	57.70%
329 Postage	1,231	1,231	-	0.00%
330 Utilities cost	24,627	24,627	15,533	63.07%
340 Property and liability insurance	15,245	15,245	8,477	55.60%
350 Repairs and maintenance	10,261	27,502	21,826	79.36%
360 Contracted transportation - Field Trips	410	1,000	752	75.20%
366 Travel, conferences and staff training	3,899	15,899	15,873	99.83%
369 Field trips and other student fees	257	2,000	1,522	76.10%
348-370 Building lease cost	258,003	198,003	145,859	73.66%
335 Other rentals and operating leases	3,078	1,020	340	33.33%
380 Computer and tech related hardware rentals	5,131	8,142	6,582	80.84%
401 Supplies - non instructional	19,753	12,100	11,446	94.60%
405 Non instructional software and license fees	8,869	13,400	12,821	95.67%
406 Instructional software and license fees	3,592	3,592	2,369	65.95%
430 Instructional supplies	12,314	5,521	1,452	26.30%
455 Non-instructional technology supplies	7,696	2,701	168	6.22%
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		8	66.67%
		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	537	17.43%
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	14,406	69.54%
899	Transactions without documentation	-	-	-	0.00%
	<i>Subtotal general fund expenditures</i>	<i>1,504,963</i>	<i>1,358,591</i>	<i>851,532</i>	<i>62.68%</i>
<b>Title Programs</b>					
100	Salaries	-	14,620	4,638	31.72%
200	Benefits	-	2,414	711	29.45%
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>5,349</i>	<i>30.71%</i>
<b>State Special Education</b>					
100	Salaries	324,069	325,357	171,859	52.82%
200	Benefits	76,187	75,087	40,993	54.59%
394	Special education fees for services	102,614	97,614	53,610	54.92%
401	Supplies - non instructional	1,026	-	-	0.00%
405	Non instructional software and license fees	-	-	-	0.00%
433	Individualized instructional materials	2,565	1,500	1,117	74.49%
466	Instructional technology devices	1,000	-	-	0.00%
	<i>Subtotal state special education expenditures</i>	<i>507,462</i>	<i>499,559</i>	<i>267,579</i>	<i>53.56%</i>
<b>Federal Special Education</b>					
303	Federal contracted services < \$25,000	26,373	8,315	8,375	100.72%
366	Travel, conferences and staff training	-	3,139	3,139	100.00%
401	Supplies - non instructional	1,149	32	32	0.00%
405	Non instructional software	-	1,222	1,222	100.00%
433	Individualized instructional materials	-	5,342	5,342	100.00%
	<i>Subtotal federal special education expenditures</i>	<i>27,522</i>	<i>18,049</i>	<i>18,109</i>	<i>100.33%</i>
<b>Federal CRF/CARES</b>					
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>2,054,687</i>	<i>1,909,218</i>	<i>1,158,169</i>	<i>60.66%</i>
	Transfer to food service fund	-	15,842	-	
	Transfer to community service fund	-	20,840	-	
	<b>Total expenditures</b>	<b>\$ 2,054,687</b>	<b>\$ 1,945,900</b>	<b>\$ 1,158,169</b>	<b>59.52%</b>
	<b>General fund net income</b>	<b>\$ 91,111</b>	<b>\$ (215,003)</b>	<b>\$ (22,436)</b>	

#### Food Services Fund - 02

<b>Revenues</b>					
300	State revenues	\$ 6,533	\$ 35,000	\$ 17,156	49.02%
400	Federal revenues	\$ 85,170	\$ 50,970	25,813	50.64%
474	USDA commodities received	\$ -	\$ -	-	0.00%
600s	Sales of lunches, breakfasts, and milk	\$ -	\$ -	225	0.00%
	<i>Subtotal revenues</i>	<i>91,703</i>	<i>85,970</i>	<i>43,194</i>	<i>50.24%</i>
	Transfer from General Fund	-	15,842	-	
	<b>Total revenues</b>	<b>\$ 91,703</b>	<b>\$ 101,812</b>	<b>\$ 43,194</b>	<b>42.43%</b>
<b>Expenditures</b>					
100	Salaries	19,000	15,970	9,159	57.35%
200	Benefits	5,611	2,397	1,388	57.88%
300	Purchased services	1,530	1,530	623	40.72%
401	Supplies and materials	2,052	2,052	1,684	82.06%
490/495	Food and milk	81,578	79,826	40,616	50.88%
491	Federal commodities used	-	-	-	0.00%
820	Dues, memberships, other fees	-	36	866	0.00%
	<b>Total expenditures</b>	<b>\$ 109,772</b>	<b>\$ 101,812</b>	<b>\$ 54,336</b>	<b>53.37%</b>
	<b>Food services fund net income</b>	<b>\$ (18,069)</b>	<b>\$ -</b>	<b>\$ (11,142)</b>	

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		Months to Date		8	66.67%
		2023-2024 Original Budget	2023-2024 Working Budget	2023-2024 Year to Date Actual	Year to Date Percent of Working Budget
<b>Community Services Fund - 04</b>					
Revenues					
50	Before and After care fees	\$ 61,630	\$ 32,642	25,708	78.76%
40	Preschool fees		\$ 20,250	6,947	34.31%
	Subtotal revenues	61,630	52,892	32,655	61.74%
	Transfer from General Fund	-	20,840	-	
	<b>Total revenues</b>	<b>\$ 61,630</b>	<b>\$ 73,732</b>	<b>\$ 32,655</b>	<b>44.29%</b>
Expenditures					
Before and After care expenditures					
100	Salaries	43,782	32,434	17,341	53.46%
200	Benefits	7,971	7,113	2,655	37.32%
300	Purchased services	1,020	1,020	-	0.00%
401	Supplies and materials	875	875	98	11.16%
Preschool expenditures					
100	Salaries	-	26,400	15,184	57.52%
200	Benefits	-	4,390	2,413	54.97%
430	Supplies and materials	-	1,500	1,499	99.94%
	<b>Total expenditures</b>	<b>\$ 53,648</b>	<b>\$ 73,732</b>	<b>\$ 39,189</b>	<b>53.15%</b>
<b>Community services fund net income</b>		<b>\$ 7,982</b>	<b>\$ -</b>	<b>\$ (6,534)</b>	
<b>Total All Funds</b>					
Revenues					
	State revenues	\$ 2,086,165	\$ 1,680,924	\$ 1,100,007	65.44%
	Federal revenues	127,432	102,039	64,870	63.57%
	Local revenues	85,535	86,797	46,704	53.81%
	Fund transfers	-	36,682	-	
	<b>Total revenues</b>	<b>\$ 2,299,131</b>	<b>\$ 1,906,441</b>	<b>\$ 1,211,582</b>	<b>63.55%</b>
Expenditures					
	Salaries and wages	\$ 1,096,419	\$ 1,047,857	\$ 594,458	56.73%
	Employee benefits	260,069	254,297	136,804	53.80%
	Purchased services	677,060	613,588	397,175	64.73%
	Supplies and materials	154,631	141,598	86,810	61.31%
	Facilities and equipment	5,131	5,131	3,580	0.00%
	Dues and memberships; fees; other expenses	20,715	20,751	15,271	73.59%
	Other program costs	-	-	-	0.00%
	Fund transfers	-	36,682	-	0.00%
	<b>Total expenditures</b>	<b>\$ 2,215,565</b>	<b>\$ 2,121,444</b>	<b>\$ 1,234,097</b>	<b>58.17%</b>
	<b>Total revenues all funds</b>	<b>\$ 2,299,131</b>	<b>\$ 1,906,441</b>	<b>\$ 1,211,582</b>	<b>63.55%</b>
	<b>Total expenditures all funds</b>	<b>2,218,107</b>	<b>2,121,444</b>	<b>1,251,694</b>	<b>59.00%</b>
<b>Net income - all funds</b>		<b>\$ 81,024</b>	<b>\$ (215,003)</b>	<b>\$ (40,112)</b>	
<b>Beginning fund balance, district wide</b>		<b>280,827</b>	<b>280,827</b>	<b>280,827</b>	
<b>Ending fund balance, district wide</b>		<b>361,851</b>	<b>65,824</b>	<b>240,715</b>	

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

Period Ending	Cash Inflows (Revenues)						Cash Outflows (Expenditures)				Cash Balance	
	State Aid Payments	Federal Aid Payments	Other Receipts	Line of Credit Draw	Prior Year State and Federal Receivable	Total Receipts	Salaries and Benefits (Net)	Other Expenses - AP	Payments Made on Line of Credit	Total Expenses		
											<b>Beginning Balance</b>	<b>\$ 172,312</b>
Jul 31	127,595	-	3,166	-	49,886	180,647	34,175	71,908	-	106,084	246,876	
Aug 31	127,810	-	1,595	-	43,043	172,447	36,597	119,271	-	155,868	263,455	
Sept 30	127,919	-	15,788	-	44,228	187,934	51,196	100,254	-	151,450	299,940	
Oct 31	74,875	6,388	6,506	-	34,538	122,306	59,910	116,314	-	176,224	246,022	
Nov 30	120,187	11,913	4,676	-	1	136,778	65,131	126,780	-	191,911	190,889	
Dec 31	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	112,824	10,016	9,107	50,000	580	182,527	78,387	82,288	-	160,675	96,666	
Mar 31	184,930	7,500	5,909	-	-	198,339	78,000	100,000	-	178,000	117,005	
Apr 30	108,356	18,763	5,909	50,000	13,152	196,180	78,000	100,000	-	178,000	135,186	
May 31	108,530	7,500	5,909	25,000	-	146,939	78,000	100,000	-	178,000	104,125	
June 30	108,356	7,500	5,909	-	46,797	168,562	78,000	80,000	50,000	208,000	64,687	
<b>Totals</b>	1,339,839	95,337	77,254	-	236,324	1,748,753	767,553	1,161,770	-	1,929,323	64,687	
<b>Projected Cash Flow for FY2024-2025</b>												
Jul 31	135,000	5,000	4,000	-	10,000	154,000	34,500	71,908	25,000	131,408	87,278	
Aug 31	135,000	5,000	2,000	-	64,158	206,158	40,000	125,000	25,000	190,000	103,436	
Sept 30	135,000	10,000	7,000	-	48,118	200,118	75,000	125,000	25,000	225,000	78,555	
Oct 31	135,000	20,000	7,000	-	32,079	194,079	75,000	125,000	-	200,000	72,634	

Assumptions: 10% State Aid Holdback

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

**Supplemental Information**

**February 29, 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
1561	4266	ERCH	CR0224													
FY24 Cobra Deposit 02/12/2024																
				1583	Credit	A	02/12/24	Check	1	m						
							4266 B 01 215 017									
										Miscellaneous Customer						
										FY24 Cobra HSA					834.69	0.00
														Receipt Total:	\$834.69	\$0.00
														<b>Deposit Total:</b>	<b>\$834.69</b>	<b>\$0.00</b>
1562	4266	ERCH	CR0224													
FY24 Deposit 02/08/24																
				1584	Credit	A	02/08/24	Check	1	m						
							4266 R 04 005 581 000 321 050									
										Miscellaneous Customer						
										Childrens House					1,947.00	0.00
														Receipt Total:	\$1,947.00	\$0.00
														<b>Deposit Total:</b>	<b>\$1,947.00</b>	<b>\$0.00</b>
1563	4266	ERCH	CR0224													
FY24 Deposits 02/08/24																
				1585	Credit	A	02/08/24	Check	1	m						
							4266 E 01 005 105 000 000 305									
										Miscellaneous Customer						
										FY24 Vol. Background					140.00	0.00
														Receipt Total:	\$140.00	\$0.00
														<b>Deposit Total:</b>	<b>\$140.00</b>	<b>\$0.00</b>
1564	4266	ERCH	CR0224													
FY24 Deposits 02/08/24																
				1586	Credit	A	02/08/24	Check	1	m						
							4266 R 04 005 570 000 000 050									
										Miscellaneous Customer						
										FY24 Pathfinders					1,275.00	0.00
														Receipt Total:	\$1,275.00	\$0.00
														<b>Deposit Total:</b>	<b>\$1,275.00</b>	<b>\$0.00</b>
1565	4266	ERCH	CR0224													
FY24 Deposit 02/08/24																
				1587	Credit	A	02/08/24	Check	1	m						
							4266 R 01 005 000 000 000 050									
										Miscellaneous Customer						
										FY24 General Fund					176.00	0.00
														Receipt Total:	\$176.00	\$0.00
														<b>Deposit Total:</b>	<b>\$176.00</b>	<b>\$0.00</b>
1566	4266	ERCH	CR0224													
FY24 IDEAS																
				1588	Credit	A	02/15/24	Check	1	M						
							4266 R 01 005 000 000 000 211									
										Miscellaneous Customer						
										FY24 General Education					26,498.84	0.00
							4266 R 01 005 000 000 317 211								287.99	0.00
										FY24English Learner Cross S						
							4266 R 01 005 000 000 740 360								32,970.71	0.00
										FY24 State Special Education						
							4266 R 01 005 000 000 312 300								3,151.80	0.00
										FY24 Literacy Incentive Chart						
														Receipt Total:	\$62,909.34	\$0.00
														<b>Deposit Total:</b>	<b>\$62,909.34</b>	<b>\$0.00</b>

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount			
1567	4266	ERCH	CR0224																
FY24 IDEAS																			
				1589	Credit	A	02/28/24	Check	1	M							Miscellaneous Customer		
							4266	B	01	121	000						FY23 LT FAC MAINT Charter		
							4266	R	01	005	000	000	000	211			FY24 Gen Ed		
																	579.86	0.00	
																	49,285.55	0.00	
																	Receipt Total:	\$49,865.41	\$0.00
																	<b>Deposit Total:</b>	<b>\$49,865.41</b>	<b>\$0.00</b>
1568	4266	ERCH	CR0224																
FY24 Square Dep - Feb 2024																			
				1590	Credit	A	02/06/24	Check	1	M							Miscellaneous Customer		
							4266	R	04	005	581	000	321	050			FY24 PreK Children's House		
																	915.00	0.00	
																	Receipt Total:	\$915.00	\$0.00
FY24 Square Dep - Feb 2024				1591	Debit	A	02/06/24	Check	1	m							Miscellaneous Customer		
							4266	E	01	005	112	000	000	305			FY24 Square Deposit Fees		
																	(30.50)	0.00	
																	Receipt Total:	(\$30.50)	\$0.00
																	<b>Deposit Total:</b>	<b>\$884.50</b>	<b>\$0.00</b>
1569	4266	ERCH	CR0224																
FY24 Square Dep-Feb 2024																			
				1592	Credit	A	02/15/24	Check	1	m							Miscellaneous Customer		
							4266	R	04	005	581	000	321	050			FY24 PreK Children's House		
																	1,085.00	0.00	
																	Receipt Total:	\$1,085.00	\$0.00
FY24 Square Dep-Feb2024				1593	Debit	A	02/15/24	Check	1	m							Miscellaneous Customer		
							4266	E	01	005	112	000	000	305			FY24 Square Deposit Fees		
																	(36.11)	0.00	
																	Receipt Total:	(\$36.11)	\$0.00
																	<b>Deposit Total:</b>	<b>\$1,048.89</b>	<b>\$0.00</b>
1570	4266	ERCH	CR0224																
FY24 SPED MA IEP Dep 02/29/24																			
				1594	Credit	A	02/29/24	Check	1	M							Miscellaneous Customer		
							4266	R	01	005	000	000	372	071			FY24 Med Assist Fr Dept of H		
																	629.25	0.00	
																	Receipt Total:	\$629.25	\$0.00
																	<b>Deposit Total:</b>	<b>\$629.25</b>	<b>\$0.00</b>
1571	4266	ERCH	CR0224																
FY24 Field Trips																			
				1595	Credit	A	02/29/24	Check	1	m							Miscellaneous Customer		
							4266	R	01	005	000	000	000	050			FY24 Field Trips		
																	165.00	0.00	
																	Receipt Total:	\$165.00	\$0.00
																	<b>Deposit Total:</b>	<b>\$165.00</b>	<b>\$0.00</b>

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1572	4266	ERCH	CR0224													
FY24 Vol Background																
				1596	Credit	A	02/29/24	Check	1	VOL						
							4266 E 01 005 105 000 000 305			VouInteer Background Chec						
										FY24 Vol Background Check					60.00	0.00
														Receipt Total:	\$60.00	\$0.00
														<b>Deposit Total:</b>	<b>\$60.00</b>	<b>\$0.00</b>
1573	4266	ERCH	CR0224													
FY24 Deposit 02/29/24																
				1597	Credit	A	02/29/24	Check	1	PATH						
							4266 R 04 005 570 000 000 050			Pathfinders						
										FY24 Pathfinders					475.00	0.00
														Receipt Total:	\$475.00	\$0.00
														<b>Deposit Total:</b>	<b>\$475.00</b>	<b>\$0.00</b>
1574	4266	ERCH	CR0224													
FY24 JMC Deposit Pathfinders																
				1598	Credit	A	02/29/24	Check	1	PATH						
							4266 R 04 005 570 000 000 050			Pathfinders						
										FY24 Pathfinders					2,101.00	0.00
														Receipt Total:	\$2,101.00	\$0.00
														<b>Deposit Total:</b>	<b>\$2,101.00</b>	<b>\$0.00</b>
1575	4266	ERCH	CR0224													
FY24 SERVS Deposit 02/23/24																
				1599	Credit	A	02/23/24	Check	1	1002						
							4266 R 01 005 000 000 401 400			SERVS						
										FY24 Title1A-401					2,304.83	0.00
														Receipt Total:	\$2,304.83	\$0.00
														<b>Deposit Total:</b>	<b>\$2,304.83</b>	<b>\$0.00</b>
1576	4266	ERCH	CR0224													
FY24 SERVS Deposit 2/22/24																
				1600	Credit	A	02/22/24	Check	1	1002						
							4266 R 02 005 770 000 701 300			FY24 State Lunch					2,605.90	0.00
							4266 R 02 005 770 000 701 472			FY24 Fed Free/reduced lunch					1,893.80	0.00
							4266 R 02 005 770 000 705 476			FY24 Fed Breakfast					1,387.88	0.00
							4266 R 02 005 770 000 705 300			FY24 State Breakfast					1,202.20	0.00
							4266 R 02 005 770 000 701 471			FY24 Fed Lunch					452.80	0.00
							4266 R 02 005 770 000 701 471			FY24 HHFKA					90.56	0.00
							4266 R 02 005 770 000 701 471			FY24 HHFKA					77.76	0.00
														Receipt Total:	\$7,710.90	\$0.00
														<b>Deposit Total:</b>	<b>\$7,710.90</b>	<b>\$0.00</b>

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

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
1577	4266	ERCH	CR0224													
FY24 Deposit	02/22/24			1601	Credit	A	02/22/24	Check	1	M	Miscellaneous Customer					
							4266 B 01 202 000				FY24 LOC Transfer				50,000.00	0.00

Receipt Total:	\$50,000.00	\$0.00
<b>Deposit Total:</b>	<b>\$50,000.00</b>	<b>\$0.00</b>
Report Total:	\$182,526.81	\$0.00

## Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1056			<b>Maxs Mowing N More, Inc.</b>		BP		
				E 01	005 810 000 000 350	January 2023 Minimum Monthly Service Mainter		\$1,860.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4434</b>	Invoice	<b>Invoice No:</b> 12947	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$1,860.00</b>
								<b>Check Amount:</b>	<b>\$1,860.00</b>
4266	ERCH	1065			<b>Charter Communications</b>		BP		
				E 01	005 810 000 000 320	FY24 Phone and Internet Services: 1/4/24-2/3/2-		\$314.94	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4431</b>	Invoice	<b>Invoice No:</b> 352663010424	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$314.94</b>
								<b>Check Amount:</b>	<b>\$314.94</b>
4266	ERCH	1082			<b>Colonial Life</b>		BP		
				B 01	215 016	Accident/Life/STD		\$235.54	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4432</b>	Invoice	<b>Invoice No:</b> 55381370105719	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$235.54</b>
								<b>Check Amount:</b>	<b>\$235.54</b>
4266	ERCH	1104			<b>State of Minnesota</b>		BP		
				E 01	005 810 000 000 350	Fire Inspection 11/6/23		\$100.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4437</b>	Invoice	<b>Invoice No:</b> FM00004642	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$100.00</b>
								<b>Check Amount:</b>	<b>\$100.00</b>
4266	ERCH	1106			<b>Met Life Insurance</b>		BP		
				B 01	215 013	Benefits January 2024		\$483.69	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4435</b>	Invoice	<b>Invoice No:</b> 01.10.24	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$483.69</b>
								<b>Check Amount:</b>	<b>\$483.69</b>
4266	ERCH	1165			<b>CenterPoint Energy</b>		BP		
				E 01	005 810 000 000 330	Gas Utilities 12/4/23-1/4/24		\$768.81	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4430</b>	Invoice	<b>Invoice No:</b> 01.08.24	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$768.81</b>
								<b>Check Amount:</b>	<b>\$768.81</b>
4266	ERCH	1190			<b>Vision Of Elk River</b>		BP		
				E 01	005 760 000 733 360	Field Trip Transportation: 4 @ \$68.36/each 1/12		\$273.44	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4442</b>	Invoice	<b>Invoice No:</b> 61492	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$273.44</b>
								<b>Check Amount:</b>	<b>\$273.44</b>
4266	ERCH	1215			<b>LISA'S CATERING CORP</b>		BP		
				E 02	005 770 000 705 490	Breakfast		\$2,097.16	
				E 02	005 770 000 701 305	Delivery Fee		\$98.00	
				E 02	005 770 000 701 490	Lunch		\$3,947.70	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4433</b>	Invoice	<b>Invoice No:</b> 3424	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$6,142.86</b>
								<b>Check Amount:</b>	<b>\$6,142.86</b>
4266	ERCH	1224			<b>Nordvik's Photography &amp; Video LLC</b>		BP		
				E 01	005 110 000 000 305	School ID Teacher/Staff Photography		\$40.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4436</b>	Invoice	<b>Invoice No:</b> 01.11.24	<b>2/7/2024</b>		<b>Paid Amt:</b>	<b>\$40.00</b>
								<b>Check Amount:</b>	<b>\$40.00</b>



## Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1226			<b>Canon Financial Services Inc</b>		BP		
				E 01	005 605 000 000 560	Copier Contract Lease 823387-1: 2/1/24-2/29/24		\$647.50	
				E 01	005 605 000 000 401	Copier Insurance/ Supply/ Freight/ Install		\$48.25	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4429</b>	Invoice	<b>Invoice No:</b>	31876017	<b>2/7/2024</b>	<b>Paid Amt:</b>	<b>\$695.75</b>	
							<b>Check Amount:</b>	<b>\$695.75</b>	
4266	ERCH	1263			<b>Universal Cleaning Services Inc</b>		BP		
				E 01	005 810 000 000 401	Janitorial Supplies		\$469.82	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4438</b>	Invoice	<b>Invoice No:</b>	136945	<b>2/7/2024</b>	<b>Paid Amt:</b>	<b>\$469.82</b>	
							<b>Check Amount:</b>	<b>\$469.82</b>	
4266	ERCH	1263			<b>Universal Cleaning Services Inc</b>		BP		
				E 01	005 810 000 000 305	Monthly Janitorial Service - February 2024		\$2,438.34	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4439</b>	Invoice	<b>Invoice No:</b>	137020	<b>2/7/2024</b>	<b>Paid Amt:</b>	<b>\$2,438.34</b>	
							<b>Check Amount:</b>	<b>\$2,438.34</b>	
4266	ERCH	1263			<b>Universal Cleaning Services Inc</b>		BP		
				E 01	005 810 000 000 350	Locksmith Service 12/12/2023		\$250.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4440</b>	Invoice	<b>Invoice No:</b>	137065	<b>2/7/2024</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
							<b>Check Amount:</b>	<b>\$250.00</b>	
4266	ERCH	1263			<b>Universal Cleaning Services Inc</b>		BP		
				E 01	005 810 000 000 350	Plumbing Service 12/07/2023, 12/11/2023		\$525.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4441</b>	Invoice	<b>Invoice No:</b>	137066	<b>2/7/2024</b>	<b>Paid Amt:</b>	<b>\$525.00</b>	
							<b>Check Amount:</b>	<b>\$525.00</b>	
4266	ERCH	1275			<b>American Montessori Society</b>		BP		
				E 01	005 110 000 000 820	2023-2024 School membership		\$1,608.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4428</b>	Invoice	<b>Invoice No:</b>	1/29/2024	<b>2/7/2024</b>	<b>Paid Amt:</b>	<b>\$1,608.75</b>	
							<b>Check Amount:</b>	<b>\$1,608.75</b>	
4266	ERCH	1034			<b>Minnesota Department of Revenue</b>		Wire		
				B 01	215 003	MN Withholding		\$1,675.72	
				B 02	215 003	Payroll Deductions		\$30.83	
				B 04	215 003	Payroll Deductions		\$22.70	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4445</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>2/15/2024</b>	<b>Paid Amt:</b>	<b>\$1,729.25</b>	
							<b>Check Amount:</b>	<b>\$1,729.25</b>	
4266	ERCH	1035			<b>PERA</b>		Wire		
				B 01	215 007	PERA		\$3,032.75	
				B 02	215 007	PERA		\$122.40	
				B 04	215 007	PERA		\$98.28	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4446</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>2/15/2024</b>	<b>Paid Amt:</b>	<b>\$3,253.43</b>	
							<b>Check Amount:</b>	<b>\$3,253.43</b>	

### Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1036			TRA		Wire		
				B 01	215 006	TRA		\$4,819.92	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4447</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>2/15/2024</b>	<b>Paid Amt:</b>	<b>\$4,819.92</b>	
							<b>Check Amount:</b>	<b>\$4,819.92</b>	
4266	ERCH	1037			IRS		Wire		
				B 01	215 002	Federal Withholding		\$2,794.05	
				B 02	215 002	Payroll Deductions		\$16.76	
				B 04	215 002	Payroll Deductions		\$10.28	
				B 01	215 005	FICA		\$7,685.90	
				B 02	215 005	FICA		\$133.74	
				B 04	215 005	FICA		\$107.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4448</b>	Invoice	<b>Invoice No:</b>	S2024150	<b>2/15/2024</b>	<b>Paid Amt:</b>	<b>\$10,748.13</b>	
							<b>Check Amount:</b>	<b>\$10,748.13</b>	
4266	ERCH	1034			Minnesota Department of Revenue		Wire		
				B 01	215 003	MN Withholding		\$1,608.87	
				B 02	215 003	Payroll Deductions		\$21.54	
				B 04	215 003	Payroll Deductions		\$65.96	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4457</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$1,696.37</b>	
							<b>Check Amount:</b>	<b>\$1,696.37</b>	
4266	ERCH	1035			PERA		Wire		
				B 01	215 007	PERA		\$2,689.00	
				B 02	215 007	PERA		\$88.20	
				B 04	215 007	PERA		\$176.83	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4458</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$2,954.03</b>	
							<b>Check Amount:</b>	<b>\$2,954.03</b>	
4266	ERCH	1036			TRA		Wire		
				B 01	215 006	TRA		\$4,797.00	
				B 04	215 006	TRA		\$246.52	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4459</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$5,043.52</b>	
							<b>Check Amount:</b>	<b>\$5,043.52</b>	
4266	ERCH	1037			IRS		Wire		
				B 01	215 002	Federal Withholding		\$2,685.26	
				B 04	215 002	Payroll Deductions		\$56.82	
				B 01	215 005	FICA		\$7,307.76	
				B 02	215 005	FICA		\$96.40	
				B 04	215 005	FICA		\$403.18	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4460</b>	Invoice	<b>Invoice No:</b>	S2024160	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$10,549.42</b>	
							<b>Check Amount:</b>	<b>\$10,549.42</b>	

## Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4266	ERCH	1234			<b>Divvy</b>		<b>Wire</b>
			E 01	010 420 000 000 405	02/15/24 Adobe-Adobe for sped dept	\$32.35	
			E 02	005 770 000 701 401	02/14/24 Amazon-Trays for student lunch	\$168.66	
			E 01	010 203 000 000 406	02/14/24 Letsgolearn Inc-Diagnostic Online Rea	\$25.00	
			E 01	005 110 000 000 405	02/09/24 Transparent Classroom-Classroom sof	\$211.87	
			E 01	005 110 000 000 401	02/08/24 GoDaddy-.org domain renewal through	\$23.17	
			E 04	005 581 000 321 490	02/07/24 Walmart-Preschool snack, fund 4	\$27.26	
			E 01	010 420 000 419 401	02/05/24 Amazon-Sped office supplies	\$25.74	
			E 01	005 110 000 000 401	02/05/24 Amazon-Front office supplies	\$55.73	
			E 01	005 110 000 000 401	02/05/24 Amazon-Front office supplies	\$69.01	
			E 01	005 810 000 000 320	02/03/24 Spectrum-Office Cell Phone Bill	\$57.75	
			E 01	005 110 000 000 401	02/03/24 Amazon-Front office supplies	\$7.95	
			E 01	005 810 000 000 335	02/03/24 Crag Enterprises-Storage unit for the s	\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4469</b>	Invoice	<b>Invoice No:</b>	02.16.24	<b>2/29/2024</b>	<b>Paid Amt: \$804.49</b>
							<b>Check Amount: \$804.49</b>
4266	ERCH	1234			<b>Divvy</b>		<b>Wire</b>
			E 01	010 203 000 000 430	01/31/24 Amazon-Teaching materials for E2 clas	\$33.57	
			E 01	005 110 000 000 401	01/31/24 Adobe-Adobe software purchase for fill	\$21.56	
			E 02	005 770 000 701 401	01/30/24 Amazon-Trays for student lunches	\$168.66	
			E 01	005 110 000 000 401	01/25/24 Walmart-Env for staff W's for mailings	\$26.41	
			E 04	005 581 000 321 490	01/23/24 Walmart-Preschool snack order, Fund	\$41.98	
			E 01	005 110 000 000 401	01/22/24 Amazon-Office supplies	\$120.00	
			E 01	010 420 000 419 401	01/19/24 Amazon-Sped dept	\$6.35	
			E 01	010 420 000 419 433	01/19/24 Amazon-Sped dept	\$15.29	
			E 02	005 770 000 701 401	01/18/24 Amazon-Trays	\$28.98	
			E 01	010 203 000 000 401	01/17/24 Amazon-Classroom projector	\$119.98	
			E 04	005 581 000 321 490	01/17/24 Walmart-Preschool snack order, fund 4	\$32.29	
			E 02	005 770 000 701 401	01/17/24 Amazon-Gloves and Trays	\$14.99	
			E 01	010 420 000 000 405	01/16/24 Adobe-Adobe software	\$32.35	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4470</b>	Invoice	<b>Invoice No:</b>	02.02.24	<b>2/29/2024</b>	<b>Paid Amt: \$662.41</b>
							<b>Check Amount: \$662.41</b>
4266	ERCH	1017			<b>The Bank of Elk River</b>		<b>Wire</b>
			E 01	005 112 000 000 305	Service Charge	\$10.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4461</b>	Invoice	<b>Invoice No:</b>	02/29/24	<b>2/29/2024</b>	<b>Paid Amt: \$10.00</b>
							<b>Check Amount: \$10.00</b>
4266	ERCH	1017			<b>The Bank of Elk River</b>		<b>Wire</b>
			E 01	005 112 000 000 305	Service Charge	\$750.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>4468</b>	Invoice	<b>Invoice No:</b>	02/01/24	<b>2/29/2024</b>	<b>Paid Amt: \$750.00</b>
							<b>Check Amount: \$750.00</b>

## Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1023			<b>The Hanover Insurance Group</b>		Wire		
				E 01	005 940 000 000 340 Insurance			\$1,059.82	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4450</b>	Invoice	<b>Invoice No:</b> 02/16/24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$1,059.82</b>
								<b>Check Amount:</b>	<b>\$1,059.82</b>
4266	ERCH	1034			<b>Minnesota Department of Revenue</b>		Wire		
				R 01	005 000 000 000 050 FY24 Sales and Use Tax			\$124.00	
				R 01	005 000 000 000 619 FY24 Sales and Use Tax			\$60.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4456</b>	Invoice	<b>Invoice No:</b> 02.05.24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$184.00</b>
								<b>Check Amount:</b>	<b>\$184.00</b>
4266	ERCH	1048			<b>Charter Schools Development Corp</b>		Wire		
				E 01	005 850 000 348 570 Rent - January 2024			\$13,036.09	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4453</b>	Invoice	<b>Invoice No:</b> 02/01/24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$13,036.09</b>
								<b>Check Amount:</b>	<b>\$13,036.09</b>
4266	ERCH	1084			<b>Health Partners</b>		Wire		
				B 01	215 009 Dental - February 2024			\$630.41	
				B 01	215 010 Medical - February 2024			\$5,563.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4466</b>	Invoice	<b>Invoice No:</b> 065815971152	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$6,193.76</b>
								<b>Check Amount:</b>	<b>\$6,193.76</b>
4266	ERCH	1087			<b>MN UI Fund</b>		Wire		
				E 01	010 203 000 000 280 MN UI Payment			\$1,096.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4454</b>	Invoice	<b>Invoice No:</b> 02/01/24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$1,096.00</b>
								<b>Check Amount:</b>	<b>\$1,096.00</b>
4266	ERCH	1097			<b>TSYS</b>		Wire		
				E 01	005 110 000 000 305 TSYS Fee			\$5.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4455</b>	Invoice	<b>Invoice No:</b> 02/20/2024	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$5.99</b>
								<b>Check Amount:</b>	<b>\$5.99</b>
4266	ERCH	1097			<b>TSYS</b>		Wire		
				E 01	005 110 000 000 305 TSYS Fee			\$99.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4452</b>	Invoice	<b>Invoice No:</b> 02/02/24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$99.35</b>
								<b>Check Amount:</b>	<b>\$99.35</b>
4266	ERCH	1164			<b>Elk River Municipal Utilities</b>		Wire		
				E 01	005 810 000 000 330 Acct#44882 Utilities			\$194.21	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4463</b>	Invoice	<b>Invoice No:</b> 02/21/24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$194.21</b>
								<b>Check Amount:</b>	<b>\$194.21</b>
4266	ERCH	1164			<b>Elk River Municipal Utilities</b>		Wire		
				E 01	005 810 000 000 330 Acct#44881 Utilities			\$624.56	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4464</b>	Invoice	<b>Invoice No:</b> 02/21/24	<b>2/29/2024</b>		<b>Paid Amt:</b>	<b>\$624.56</b>
								<b>Check Amount:</b>	<b>\$624.56</b>

### Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
4266	ERCH	1164			<b>Elk River Municipal Utilities</b>		Wire		
				E 01	005 810 000 000 330 Acct#44880 Utilities			\$135.97	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4465</b>	Invoice	<b>Invoice No:</b> 02/21/24	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$135.97</b>	
							<b>Check Amount:</b>	<b>\$135.97</b>	
4266	ERCH	1219			<b>KPAY TLM</b>		Wire		
				E 01	005 114 000 000 305 TLM Fees - December 2023			\$331.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4451</b>	Invoice	<b>Invoice No:</b> 02/09/24	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$331.00</b>	
							<b>Check Amount:</b>	<b>\$331.00</b>	
4266	ERCH	1229			<b>Bill.com</b>		Wire		
				E 01	005 112 000 000 305 Payment Service Fees			\$87.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4462</b>	Invoice	<b>Invoice No:</b> 02/26/24	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$87.41</b>	
							<b>Check Amount:</b>	<b>\$87.41</b>	
4266	ERCH	1231			<b>Iron Mountain</b>		Wire		
				E 01	005 110 000 000 305 Shredding			\$11.95	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>4467</b>	Invoice	<b>Invoice No:</b> JDGB860	<b>2/29/2024</b>	<b>Paid Amt:</b>	<b>\$11.95</b>	
							<b>Check Amount:</b>	<b>\$11.95</b>	
								<b>Report Total:</b>	<b>\$82,288.02</b>

### Three Rivers Montessori Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Cr	Fin	O/S	Account Description	Debit Amount	Credit Amount
2476	202407	01/31/2024	P	JE		Reclass Para to GenEd	Rossmeisl, Emily	E	01	010	203	000	000	141	General Elementary Educati	12.60	0.00
							Rossmeisl, Emily	E	01	010	203	000	000	210	General Elementary Educati	0.96	0.00
							Rossmeisl, Emily	E	01	010	203	000	000	214	PERA	0.95	0.00
							Rossmeisl, Emily	E	01	010	420	000	740	161	Aggregate - ParaProf/Person	0.00	12.60
							Rossmeisl, Emily	E	01	010	420	000	740	210	Aggregate - FICA	0.00	0.96
							Rossmeisl, Emily	E	01	010	420	000	740	214	PERA	0.00	0.95
																\$14.51	\$14.51



# March 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 - 37
    - First Grade - 2
    - Second Grade - 2
    - Third Grade - 2
    - Fourth Grade - 0
    - Fifth Grade - 2
      - 45 total applications
  - Preschool Enrollment Applications
    - Three Year Olds - 1
    - Four Year Olds - 1
- 

- K-5 Enrollment Projections - Returning & New
  - Kindergarten - 20 (17 on the waiting list)
  - First Grade - 20 (No open seats)
  - Second Grade - 18 (2 open seats)
  - Third Grade - 20 (No open seats)
  - Fourth Grade - 11 (9 open seats)
  - Fifth Grade - 18 (2 open seats)
  - Sixth Grade - 13 (8 open seats)
    - TOTAL = 120
- Preschool Enrollment Projections
  - Three Year Olds - 3
  - Four Year Olds - 2
    - TOTAL = 5

Grand Total: 125

(increase of 11 students applied from Feb.)





# 2024 LOTTERY:

The live Lottery was held on Wednesday, March 13th at 5pm at Three Rivers. 20 Kindergartners were seated. The remaining 17 were placed on the waiting list in the order that they were drawn.

No other grades required a lottery and the applied students were seated as follows:

- 2 Preschoolers
- 1 First Grader
- 2 Second Graders
- 1 Third Grader
- 0 Fourth Graders
- 2 Fifth Graders



# 2024 MDH FOOD SERVICE INSPECTION:

The Minnesota Department of Health did a surprise inspection of our food service program on Tuesday, March 12th at 11:35am. This occurred during E2 meal service.

They found zero violations and gave us our third clean report for the year. This concludes MDH inspections for food service for the 2023-2024 school year.





Minnesota Department of Health  
Food, Pools & Lodging Services  
P.O. Box 64975  
St. Paul, MN 55164-0975  
651-201-4500

Type: Full  
Date: 03/12/24  
Time: 11:28:09  
Report: 7930241048

## Food and Beverage Establishment Inspection Report

Page 1

**Location:**

Three Rivers Montessori Charte  
17267 Yale St NW  
Elk River, MN55330  
Sherburne County, 71

**Establishment Info:**

ID #: 0036539  
Risk: Medium  
Announced Inspection: No

**License Categories:**

HOSP, FBLB, FBC2, FBSC, FAIF

Expires on: 12/31/24

**Operator:**

Three Rivers Montessori Charte  
Phone #: 7634951213  
ID #: 54288

The violations listed in this report include any previously issued orders and deficiencies identified during this inspection. Compliance dates are shown for each item.

No NEW orders were issued during this inspection.

### Surface and Equipment Sanitizers

Quaternary Ammonia: = 200PPM at Degrees Fahrenheit  
Location: SANITIZER BUCKET ACROSS FROM SERVING LINE  
Violation Issued: No

Quaternary Ammonia: = 400PPM at Degrees Fahrenheit  
Location: THREE COMPARTMENT SINK  
Violation Issued: No

### Food and Equipment Temperatures

Process/Item: Steam Table  
Temperature: 145 Degrees Fahrenheit - Location: MEATBALLS IN GRAVY  
Violation Issued: No

Process/Item: Steam Table  
Temperature: 161 Degrees Fahrenheit - Location: MASHED POTATOES  
Violation Issued: No

Process/Item: Steam Table  
Temperature: 178 Degrees Fahrenheit - Location: GREEN BEANS  
Violation Issued: No

Process/Item: Cold Line  
Temperature: 38 Degrees Fahrenheit - Location: CHOCOLATE MILK  
Violation Issued: No

Process/Item: Upright Cooler  
Temperature: 40 Degrees Fahrenheit - Location: HAM AND CHEESE SUB--THREE DOOR UPRIGHT  
Violation Issued: No

Type: Full  
Date: 03/12/24  
Time: 11:28:09  
Report: 7930241048  
Three Rivers Montessori Charte

# Food and Beverage Establishment Inspection Report

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Total Orders In This Report	Priority 1	Priority 2	Priority 3
	0	0	0

ALL FOOD CATERED IN FROM LISA'S CATERING.

**NOTE: Plans and specifications must be submitted for review and approval prior to new construction, remodeling or alterations.**


I acknowledge receipt of the Minnesota Department of Health inspection report number 7930241048 of 03/12/24.

Certified Food Protection Manager: CONNIE M. WRIGHTSMAN

Certification Number: 119774 Expires: 11/13/26

**Inspection report reviewed with person in charge and emailed.**

Signed:   
Establishment Representative

Signed:   
Tina Remmele, R.S.  
Environmental Health Specialist  
St. Cloud District Office  
320-223-7302  
tina.remmele@state.mn.us

Report #: 7930241048

# Food Establishment Inspection Report



**Minnesota Department of Health**  
**Food, Pools & Lodging Services**  
 P.O. Box 64975  
 St. Paul, MN 55164-0975

No. of RF/PHI Categories Out	0	Date	03/12/24
No. of Repeat RF/PHI Categories Out	0	Time In	11:28:09
Legal Authority MN Rules Chapter 4626			
Time Out			

Three Rivers Montessori Charte	Address 17267 Yale St NW	City/State Elk River, MN	Zip Code 55330	Telephone 7634951213
License/Permit # 0036539	Permit Holder Three Rivers Montessori Charte	Purpose of Inspection Full	Est Type	Risk Category M

## FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Circle designated compliance status (IN, OUT, N/O, N/A) for each numbered item

Mark "X" in appropriate box for COS and/or R

IN= in compliance    OUT= not in compliance    N/O= not observed    N/A= not applicable    COS=corrected on-site during inspection    R= repeat violation

Compliance Status		COS	R
<b>Supervision</b>			
1	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
PIC knowledgeable; duties & oversight			
2	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A		
Certified food protection manager, duties			
<b>Employee Health</b>			
3	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Mgmt/Staff; knowledge, responsibilities & reporting			
4	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Proper use of reporting, restriction & exclusion			
5	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Procedures for responding to vomiting & diarrheal events			
<b>Good Hygienic Practices</b>			
6	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/O		
Proper eating, tasting, drinking, or tobacco use			
7	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/O		
No discharge from eyes, nose, & mouth			
<b>Preventing Contamination by Hands</b>			
8	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/O		
Hands clean & properly washed			
9	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O		
No bare hand contact with RTE foods or pre-approved alternate procedure properly followed			
10	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Adequate handwashing sinks supplied/accessible			
<b>Approved Source</b>			
11	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Food obtained from approved source			
12	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O		
Food received at proper temperature			
13	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Food in good condition, safe, & unadulterated			
14	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Required records available; shellstock tags, parasite destruction			
<b>Protection from Contamination</b>			
15	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O		
Food separated and protected			
16	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A		
Food contact surfaces: cleaned & sanitized			
17	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Proper disposition of returned, previously served, reconditioned, & unsafe food			

Compliance Status		COS	R
<b>Time/Temperature Control for Safety</b>			
18	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Proper cooking time & temperature			
19	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Proper reheating procedures for hot holding			
20	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Proper cooling time & temperature			
21	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O		
Proper hot holding temperatures			
22	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A		
Proper cold holding temperatures			
23	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Proper date marking & disposition			
24	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Time as a public health control: procedures & records			
<b>Consumer Advisory</b>			
25	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A		
Consumer advisory provided for raw/undercooked food			
<b>Highly Susceptible Populations</b>			
26	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A		
Pasteurized foods used; prohibited foods not offered			
<b>Food and Color Additives and Toxic Substances</b>			
27	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A		
Food additives: approved & properly used			
28	<input checked="" type="radio"/> IN <input type="radio"/> OUT		
Toxic substances properly identified, stored, & used			
<b>Conformance with Approved Procedures</b>			
29	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A		
Compliance with variance/specialized process/HACCP			

**Risk factors (RF)** are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. **Public Health Interventions (PHI)** are control measures to prevent foodborne illness or injury.

## GOOD RETAIL PRACTICES

**Good Retail Practices** are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Mark "X" in box if numbered item is **not** in compliance

Mark "X" in appropriate box for COS and/or R

COS=corrected on-site during inspection

R= repeat violation

Compliance Status		COS	R
<b>Safe Food and Water</b>			
30	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A		
Pasteurized eggs used where required			
31	<input type="radio"/> IN <input type="radio"/> OUT		
Water & ice obtained from an approved source			
32	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A		
Variance obtained for specialized processing methods			
<b>Food Temperature Control</b>			
33	<input type="radio"/> IN <input type="radio"/> OUT		
Proper cooling methods used; adequate equipment for temperature control			
34	<input checked="" type="radio"/> IN <input type="radio"/> OUT <input type="radio"/> N/A <input type="radio"/> N/O		
Plant food properly cooked for hot holding			
35	<input type="radio"/> IN <input type="radio"/> OUT <input checked="" type="radio"/> N/A <input type="radio"/> N/O		
Approved thawing methods used			
36	<input type="radio"/> IN <input type="radio"/> OUT		
Thermometers provided & accurate			
<b>Food Identification</b>			
37	<input type="radio"/> IN <input type="radio"/> OUT		
Food properly labeled; original container			
<b>Prevention of Food Contamination</b>			
38	<input type="radio"/> IN <input type="radio"/> OUT		
Insects, rodents, & animals not present			
39	<input type="radio"/> IN <input type="radio"/> OUT		
Contamination prevented during food prep, storage & display			
40	<input type="radio"/> IN <input type="radio"/> OUT		
Personal cleanliness			
41	<input type="radio"/> IN <input type="radio"/> OUT		
Wiping cloths: properly used & stored			
42	<input type="radio"/> IN <input type="radio"/> OUT		
Washing fruits & vegetables			

Compliance Status		COS	R
<b>Proper Use of Utensils</b>			
43	<input type="radio"/> IN <input type="radio"/> OUT		
In-use utensils: properly stored			
44	<input type="radio"/> IN <input type="radio"/> OUT		
Utensils, equipment & linens: properly stored, dried, & handled			
45	<input type="radio"/> IN <input type="radio"/> OUT		
Single-use/single service articles: properly stored & used			
46	<input type="radio"/> IN <input type="radio"/> OUT		
Gloves used properly			
<b>Utensil Equipment and Vending</b>			
47	<input type="radio"/> IN <input type="radio"/> OUT		
Food & non-food contact surfaces cleanable, properly designed, constructed, & used			
48	<input type="radio"/> IN <input type="radio"/> OUT		
Warewashing facilities: installed, maintained, & used; test strips			
49	<input type="radio"/> IN <input type="radio"/> OUT		
Non-food contact surfaces clean			
<b>Physical Facilities</b>			
50	<input type="radio"/> IN <input type="radio"/> OUT		
Hot & cold water available; adequate pressure			
51	<input type="radio"/> IN <input type="radio"/> OUT		
Plumbing installed; proper backflow devices			
52	<input type="radio"/> IN <input type="radio"/> OUT		
Sewage & waste water properly disposed			
53	<input type="radio"/> IN <input type="radio"/> OUT		
Toilet facilities: properly constructed, supplied, & cleaned			
54	<input type="radio"/> IN <input type="radio"/> OUT		
Garbage & refuse properly disposed; facilities maintained			
55	<input type="radio"/> IN <input type="radio"/> OUT		
Physical facilities installed, maintained, & clean			
56	<input type="radio"/> IN <input type="radio"/> OUT		
Adequate ventilation & lighting; designated areas used			
57	<input type="radio"/> IN <input type="radio"/> OUT		
Compliance with MCIAA			
58	<input type="radio"/> IN <input type="radio"/> OUT		
Compliance with licensing & plan review			

Food Recalls:

Person in Charge (Signature)

Date: 03/12/24

Inspector (Signature)

*M. Ramon*



# 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:

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

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

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

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Does the gift create inequities between departments or programs?

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