

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, December, 17, 2024 at 6:00 p.m.

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

Sent to OW - 12/12/2024 | Placed on Website – 12/13/2024

Approved on:

I. CALL MEETING TO ORDER

- A. Pledge of Allegiance

- B. Roll Call and Declaration of Conflict of Interest
 - a. Board Members Present + Declarations:
 - b. Board Members Absent:
 - c. Other Attendees:

- C. Review of TRM Mission and Vision Statements

Mission: Empowering students to reach their full potential through Montessori learning.

Vision: Academic Excellence * Community Engagement * Environmental Stewardship

D. APPROVAL OF MEETING AGENDA

II. PUBLIC COMMENTS

III. GENERAL REPORTS

- A. Finance Report
 - a. Monthly Financials
- B. Executive Director Report
 - a. Monthly Report
 - i. Executive Director Goals Update
 - 1. MTSS and Data
 - 2. Student Survey and Staff Survey
 - 3. Media Center and Schedule
 - 4. Looking ahead for Montessori training
 - ii. Other Information:
 - 1. Enrollment
 - 2. Staffing Update:
 - a. One paraprofessional resignation and one new Hire replacement
 - b. Still interviewing for one new special education paraprofessional position that was approved
 - c. Posting for Teachers for 2025-2026
 - iii. Coming Up:
 - 1. Bylaws updated
 - 2. Policies
 - 3. Lottery – Tours and Process
 - 4. Forecasting 2025-2026 Budget
 - 5. Salaries and Benefits for 2025-2026

- 6. Montessori Teacher Qualifications
- 7. Vision for our programing 2025-2026 (specialists)
- iv. Discussion on Preschool for 2025-2026
 - a. Information/models and financial impacts from Mindy Wachtner and Sarah Roell
 - b. Input from historical perspective from Chris Castagneri

IV. GOVERNANCE

- A. Policies: The School Board will be asked to review as a first reading the following policies as part of the annual review cycle.
 - a. 512 School Sponsored Student Publications and Activities - First Reading
- B. Policies: The School board will be asked to approve these policies:
 - a. None

V. Action Items

- A. Approve TRM Regular Board Meeting Minutes 11/19/2024
- B. Approve Prior Month Financial Report
- C. Approve Prior Month Expenditures
- D. Approve not renewing the preschool program beginning in Fall of 2025
- E. Approval of donations
 - a. Books Student Use – Anonymous – 3 Family Donations

VI. INFORMATION

- A. Upcoming Dates of Importance:
 - a. Thursday Dec. 19th – Staff Gathering at School 2:15-3:00 PM
 - b. Dec. 16th – Dec. 20th – School Spirit Week
 - c. December 23rd through January 3rd Winter Break
 - d. January 15th Finance Meeting 4:00 PM
 - e. January 15th Parent Meeting 6:00 PM
 - f. January 20th Martin Luther King Day – No School
 - g. January 21st Teacher Workshop – No School
 - h. January 21st School Board Meeting

VII. REVIEW OF NEXT MEETING DATE

- 1. Date, Time, Location of Next Regular Board Meeting - Tuesday, January 21st 2025 at **6:00 p.m.** Location: At Three Rivers Montessori
- 2. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

VIII. ADJOURNMENT

Meeting ended at:

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, November, 19, 2024 at 6:00 p.m.

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

Sent to OW - 11/14/2024 | Placed on Website – 11/14/2024

Approved on: 11/14/2024

I. CALL MEETING TO ORDER

A. Pledge of Allegiance

B. Roll Call and Declaration of Conflict of Interest

- a. Board Members Present + Declarations: Brooke Blomker, Lydia Skadberg, Patrick Locken, Jan Creed, Tim Eilrich, Jenny Hepokoski - 6:03 PM
- b. Board Members Absent: Nikki Patterson
- c. Other Attendees: Paula Henry Ex-Officio, Chris Castagneri, Sarah Roell

C. Review of TRM Mission and Vision Statements

Mission: Empowering students to reach their full potential through authentic Montessori learning.

Vision: Academic Excellence * Community Engagement * Environmental Stewardship

D. APPROVAL OF MEETING AGENDA

a. Voting

- i. Motioned - Lydia Skadberg
- ii. Seconded - Tim Eilrich
- iii. Opposed - none
- iv. Motion Passed

II. PUBLIC COMMENTS

III. GENERAL REPORTS

A. Finance Report

a. Monthly Financials

- i. Line of credit has been paid off, but is renewed and available if needed
- ii. Cash balance as of Oct 31 - \$132,763
- iii. Applied for \$35,000 in grant funding to support technology needs and library needs

B. Executive Director Report

a. Monthly Report

i. Executive Director Goals Update

1. Teaching & Learning Goals

a. MTSS and Data

- i. MTSS is underway and going very well. Meeting with teams and reviewing data to see how programming and materials can be supported.

b. Looking ahead for more Montessori training

- i. Staff getting more training and experience in Montessori.

- ii. Media center schedule being implemented to give teachers prep time and allow additional support for students who need additional support.
 - iii. AmeriCorps supporting student interventions within the school.
 - iv. Parent volunteers reading.
 - 2. Other Information:
 - a. Enrollment
 - i. Current ADM of 117
 - b. Staffing
 - i. Re-arranged office responsibilities; new training provided to support shift in job duties.
 - c. Bank of Elk River
 - i. Line of credit has been paid and renewed/open if needed.
 - d. Osprey Wilds School Board Observation
 - i. Feedback from Osprey Wilds was positive.
 - 3. Discussion on Preschool for 2025-2026
 - a. Recommendation to not offer preschool next year; focus on building up K-1.
 - b. Currently 8 preschool students enrolled.
 - 4. Discussion on "Authentic" - Chris Castagneri Input
 - a. Challenges getting teachers trained who are also licensed, challenges with all of the Department of Education requirements.
 - b. The word "authentic" can mean different things to different people.
- ii. Presentation to Spectrum and TRM Programing for 2025-2026
 - 1. Partnership with Spectrum put on hold; we cannot merge or lease from Spectrum for two more years.

IV. GOVERNANCE

- A. Policies: The School Board will be asked to review as a first reading the following policies as part of the annual review cycle.
 - a. None
- B. Policies: The School board will be asked to approve these policies:
 - a. 211 Public Participation in School Board Meetings
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
 - b. 212 Board Data and Privacy Policy
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
 - c. 213 Open and Closed Meetings
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
 - d. 214 School Board Meeting Minutes

- i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
- e. 407 Nepotism Policy update
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
- f. 502 Student Discipline and Behavior Policy
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
- g. Delete prior 501 Behavior Policy
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried
- h. 511 Bullying Prohibition
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Opposed - None
 - 4. Motion carried

V. Action Items

- A. Approve TRM Regular Board Meeting Minutes 10/22/2024
 - i. Voting
 - a. Motioned - Brooke Blomker
 - b. Seconded - Lydia Skadberg
 - c. Opposed - None
 - d. Motion carried
- B. Approve Prior Month Financial Report
 - i. Voting
 - a. Motioned - Tim Eilrich
 - b. Seconded - Patrick Locken
 - c. Opposed - None
 - d. Motion carried
- C. Approve Prior Month Expenditures
 - i. Voting
 - a. Motioned - Tim Eilrich
 - b. Seconded - Lydia Skadberg
 - c. Opposed - None
 - d. Motion carried
- D. Approve the 2023-2024 Audit
 - i. Voting
 - a. Motioned - Tim Eilrich
 - b. Seconded - Patrick Locken
 - c. Opposed - None
 - d. Motion carried
- E. Approve removing "Authentic" from our TRM name

- i. Voting
 - a. Motioned - Jan Creed
 - b. Seconded - Tim Eilrich
 - c. Opposed - None
 - d. Motion carried
- F. Approve not renewing the preschool program beginning in Fall of 2025
 - a. Voting
 - i. Motioned to table this until next meeting - Brooke Blomker
 - ii. Seconded - Tim Eilrich
 - iii. Opposed - None
 - iv. Motion carried
 - b. Action items
 - i. Brooke requesting additional information from Paula ahead of next meeting
 - ii. Paula getting additional information from Osprey Wilds
- G. Approval of donations
 - a. Books and Materials for Teacher Use - Anonymous
 - i. Voting
 - i. Motioned - Tim Eilrich
 - ii. Seconded - Patrick Locken
 - iii. Opposed - None
 - iv. Motion carried

VI. INFORMATION

- A. Upcoming Dates of Importance:
 - a. November 28th and 29th 2024 Thanksgiving Break
 - b. December 6th - Teacher Workshop

VII. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, December 17th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

VIII. ADJOURNMENT

- i. Voting
 - a. Motioned - Tim Eilrich
 - b. Seconded - Brooke Blomker
 - c. Opposed - None
 - d. Meeting adjourned

Meeting ended at: 7:45 PM



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

Financial Statements

November 30, 2024

**Three Rivers Montessori
Elk River, Minnesota
November 2024 Financial Statements
Executive Summary**

Summary of Key Financial Indicators

- * Average Daily Membership (ADM) Overview –
 - o Original Budget: 125
 - o Working Budget: 118
 - o Actual: 116
- * The School's projected net income for the year is \$156,216. This would result in a projected cumulative fund balance of \$239,704 or 12.1% of expenditures at fiscal year-end.

Financial Statement Key Points

- * As of month-end, 42% of the year was complete.
- * Cash Balance as of the reporting period is \$155,669, up from the previous month of \$132,763. This was due to a catch up in special ed funding from MDE.
- * Revenues received at end of the reporting period – 38.53%
- * Expenditures disbursed at end of the reporting period – 33.21%

Other Items

- * The working budget was adjusted based on payroll changes, state aid adjustments and updating federal Title budgets.

Supplemental Information (see separate attachments)

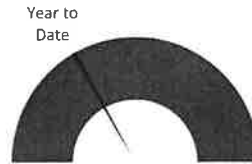
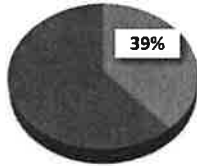
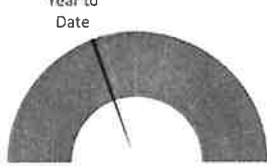
A separate report is provided that shows the payment detail, receipts that were posted and journal entry transaction that were recorded during the month (if any).

Please contact Mindy Wachter at mindy.wachter@creativeplanning.com should you have any questions related to the financial statements.

**Three Rivers Montessori
Elk River, Minnesota
Financial Statements Dashboard
As of November 30, 2024**

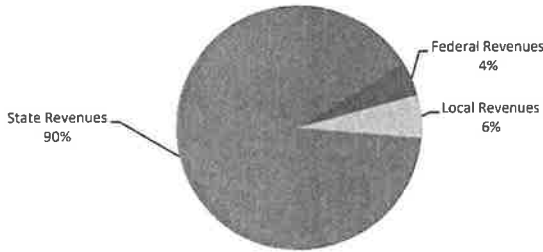
Financial Summary - Budgeted Amounts and Year to Date Activity

<i>Resources to Operate Programs (Revenues):</i>		<i>Funds Used to Provide Programs and Services (Expenses):</i>		<i>Excess / Deficit</i>
Approved Budget	\$2,305,019	Approved Budget	\$2,416,392	(\$111,373)
Working Budget	\$2,127,083	Working Budget	\$1,970,867	\$156,216
Year to Date	\$819,560	Year to Date	\$654,565	\$164,995
		38.53%	33.21%	

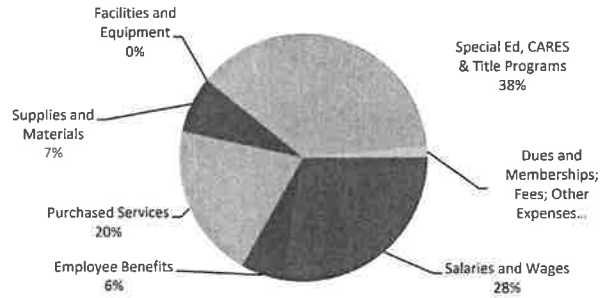


Budgets for the Year

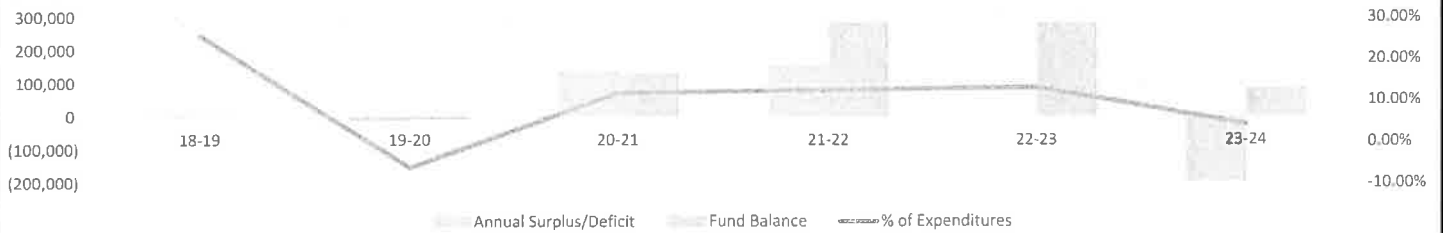
Where funds will come from to operate the school:



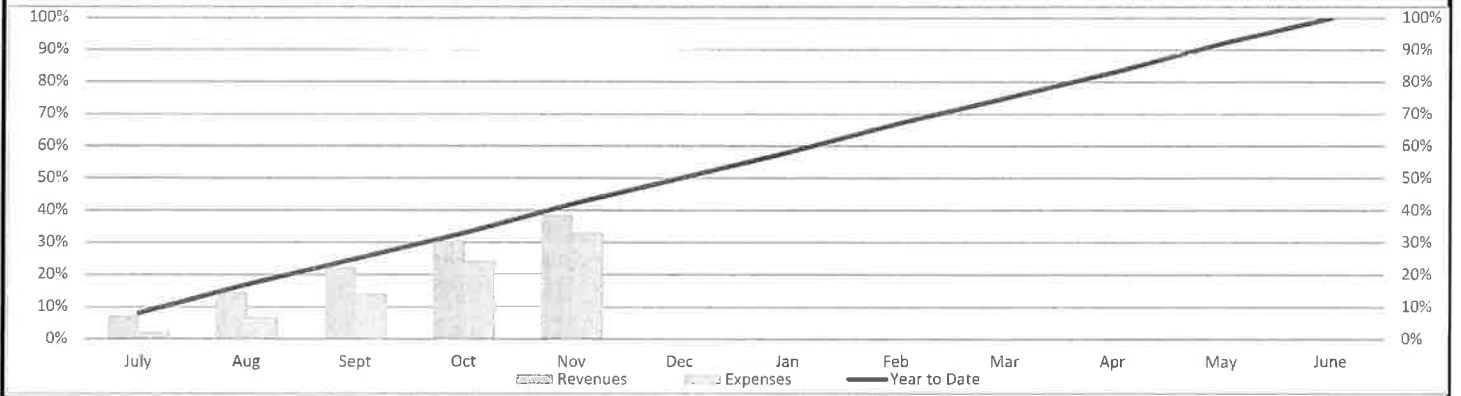
How the money is budgeted to be spent:



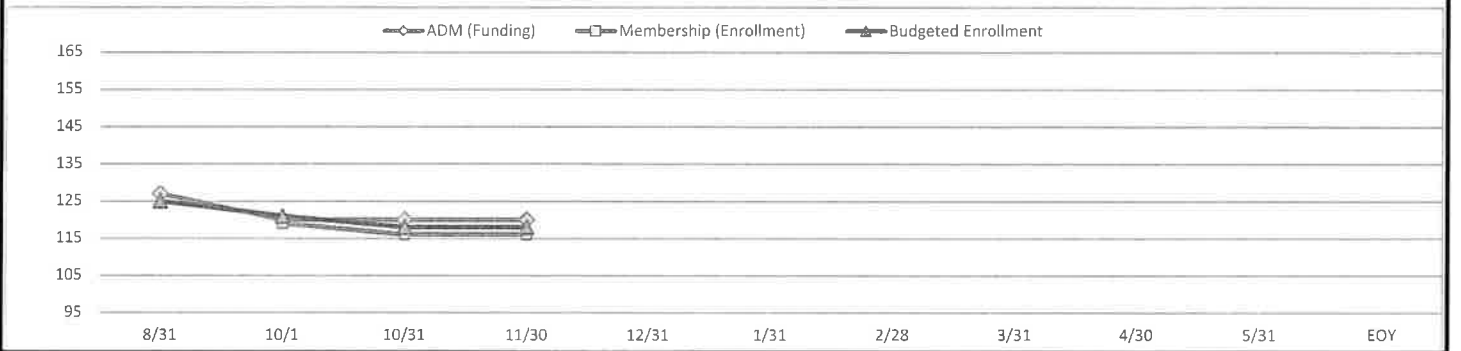
Fund Balance History



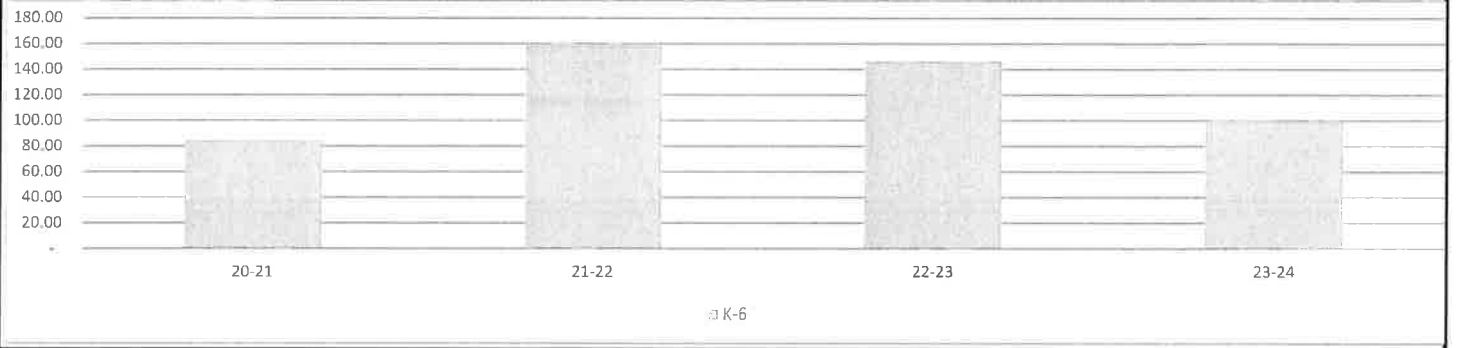
Current Year Financial Trend



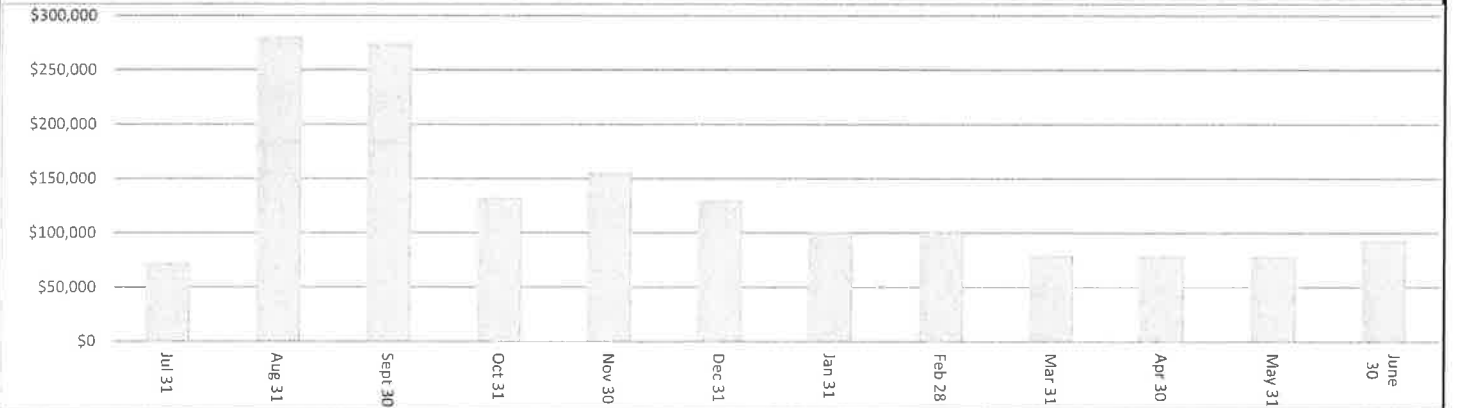
Current Year Student Enrollment Summary



Enrollment History



Cash Balance Projection



**Three Rivers Montessori
Elk River, Minnesota
Balance Sheet
As of November 30, 2024**

	Audited Balance 7-1-2024	Month Ending Balance
Assets		
Current Assets		
101 Main Bank	\$ 78,232	\$ 155,669
115 Accounts receivable	6,802	4,826
121 State aids receivable	273,866	(10,095)
Current year state holdback		126,806
122 Federal aids receivable through MDE	11,948	9,556
131 Prepaid expenses	-	11
Total all assets	\$ 370,848	\$ 286,774
Liabilities and Fund Balance		
Current Liabilities		
201 Salaries and wages payable	\$ 53,939	\$ 17,504
202 Sale of receivables / line of credit advances	125,000	-
206 Accounts payable	77,006	22,451
215 Payroll deductions and contributions payable	31,415	(1,664)
230 Deferred revenue - lunch accounts	-	-
Total liabilities	287,360	38,291
Fund Balance		
Unreserved fund balance	32,261	32,261
Reserved Fund Balance - Library	20,000	20,000
Reserved Fund Balance - Student Support	20,000	20,000
Restricted fund balance - Community Service	11,226	11,226
Net income to date	-	164,995
Total fund balance	83,487	248,483
Total liabilities and fund balance	\$ 370,848	\$ 286,774

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

**Three Rivers Montessori
Elk River, Minnesota
Summary Revenue and Expense Statement
As of November 30, 2024**

	Months to Date		5	41.67%
	2024-2025 Original Budget	2024-2025 Working Budget	2024-2025 Year to Date Actual	Year to Date Percent of Working Budget
Projected Enrollment	125	118		0.00%
Weighted Average Daily Membership	125.00	118.00	116.00	98.31%
General Fund - 01				
Revenues				
State Revenues				
211 General education aid	1,023,849	971,828	393,225	40.46%
212 Literacy incentive aid	15,759	8,127	2,438	30.00%
201 Endowment fund apportionment	8,777	6,684	3,342	50.00%
348-300 Charter school lease aid	164,250	140,790	55,188	39.20%
317 Long-term facilities maintenance revenue	16,500	15,576	14,256	91.53%
360 Special education aid	711,425	651,068	134,449	20.65%
343 Library aid	19,916	19,916	10,414	52.29%
373 Student support aid	19,290	19,290	6,000	31.10%
369 Hourly worker unemployment	5,000	-	17,145	0.00%
356 READ Act Literacy Aid		3,954	1,186	30.00%
357 READ Act Training Aid		3,570	3,570	100.00%
071 Medical assistance billing revenue	2,296	2,296	692	30.16%
999 Prior year over/under accrual	-	-	-	0.00%
Estimated state holdback	-	-	126,806	
Total state revenues	1,987,062	1,843,099	768,712	41.71%
Federal Revenues				
401 414 Title programs	20,586	25,305	6,882	27.20%
419 425 Special education aid	23,013	22,276	2,591	11.63%
Total federal revenues	43,599	47,581	9,473	19.91%
Local Revenues				
			3,638	
050 Deposits without documentation			-	0.00%
096 Fees collected	6,172	5,826	-	0.00%
096 Gifts and donations	2,636	2,488	9	0.38%
099 Other local revenues	8,337	7,870	990	12.58%
621 Sales of materials purchased for resale	749	707	1,310	185.42%
Total local revenues	17,892	16,890	5,948	35.22%
Total revenues	\$ 2,048,554	\$ 1,907,571	\$ 784,133	41.11%
Expenditures				
General Fund				
100 Salaries	604,892	437,977	167,740	38.30%
200 Benefits	146,093	91,889	35,332	38.45%
Projected salaries and benefits payable			13,478	
Total salaries, wages, and benefits payable	750,985	529,865	216,550	40.87%
305 Contracted services	161,364	141,364	62,813	44.43%
315 Contracted technology services	2,591	2,591	-	0.00%
320 Communications services	5,202	5,202	2,061	39.62%
329 Postage	638	602	482	80.06%
330 Utilities cost	25,120	25,120	8,311	33.08%
340 Property and liability insurance	13,972	13,972	5,917	42.35%
350 Repairs and maintenance	27,615	25,509	14,994	58.78%
360 Contracted transportation - Field Trips	1,913	1,805	-	0.00%
366 Travel, conferences and staff training	5,272	4,136	250	6.04%
369 Field trips and other student fees	2,550	2,407	-	0.00%
348-370 Building lease cost	210,000	156,433	65,180	41.67%
335 Other rentals and operating leases	1,301	1,228	-	0.00%
380 Computer and tech related hardware rentals	11,019	10,402	3,090	29.71%
401 Supplies - non instructional	18,615	12,573	3,345	26.61%
405 Non instructional software and license fees	19,636	13,536	2,971	21.95%
406 Instructional software and license fees	4,579	4,323	1,900	43.94%
430 Instructional supplies	4,489	1,000	2,604	260.38%
455 Non-instructional technology supplies	893	843	-	0.00%
456 Instructional technology supplies	799	754	-	0.00%
460 Textbooks and workbooks	4,682	3,720	30	0.81%
461 Standardized Tests	2,000	2,000	-	0.00%

		Months to Date		5	41.67%
		2024-2025 Original Budget	2024-2025 Working Budget	2024-2025 Year to Date Actual	Year to Date Percent of Working Budget
466	Instructional technology devices	2,049	1,934	(350)	-18.09%
490	Food purchased (not for food service)	925	705	-	0.00%
530	Other equipment purchased	3,188	-	-	0.00%
740	Interest on sale of receivables / line of credit	7,200	7,842	5,342	68.12%
820	Dues and memberships	21,129	18,129	7,064	38.96%
899	Transactions without documentation	-	-	-	0.00%
	<i>Subtotal general fund expenditures</i>	<i>1,309,724</i>	<i>987,996</i>	<i>402,554</i>	<i>40.74%</i>
Title Programs					
100	Salaries	17,305	18,500	6,650	35.95%
200	Benefits	3,281	6,138	1,624	26.45%
366	Travel, conferences and staff training	-	-	-	0.00%
	<i>Subtotal title programs expenditures</i>	<i>20,586</i>	<i>25,305</i>	<i>8,274</i>	<i>32.69%</i>
State Special Education					
100	Salaries	545,130	485,611	141,099	29.06%
200	Benefits	102,659	101,879	31,036	30.46%
394	Special education fees for services	98,958	95,792	4,397	4.59%
401	Supplies - non instructional	-	-	-	0.00%
405	Non instructional software and license fees	-	-	-	0.00%
433	Individualized instructional materials	1,913	1,851	-	0.00%
466	Instructional technology devices	208	201	-	0.00%
372	MA Billing	-	-	1,006	0.00%
	<i>Subtotal state special education expenditures</i>	<i>748,668</i>	<i>685,335</i>	<i>177,539</i>	<i>25.91%</i>
Federal Special Education					
303	Federal contracted services < \$25,000	7,890	7,637	-	0.00%
366	Travel, conferences and staff training	5,938	5,748	28	0.48%
401	Supplies - non instructional	422	409	-	0.00%
405	Non instructional software	1,682	1,628	2,187	134.33%
433	Individualized instructional materials	7,081	6,855	248	3.62%
	<i>Subtotal federal special education expenditures</i>	<i>23,013</i>	<i>22,276</i>	<i>2,591</i>	<i>11.63%</i>
	<i>Subtotal all expenditures</i>	<i>2,102,191</i>	<i>1,720,912</i>	<i>590,957</i>	<i>34.34%</i>
	Transfer to food service fund	49,631	31,389	-	
	Transfer to community service fund	8,104	(946)		
	Total expenditures	\$ 2,159,926	\$ 1,751,355	\$ 590,957	33.74%
	General fund net income	\$ (111,373)	\$ 156,216	\$ 193,176	

Food Services Fund - 02

Revenues					
300	State revenues	\$ 39,525	\$ 37,312	\$ 6,560	17.58%
400	Federal revenues	\$ 52,237	\$ 49,311	3,687	7.48%
600s	Sales of lunches, breakfasts, and milk	\$ -	\$ -	101	0.00%
	<i>Subtotal revenues</i>	<i>91,762</i>	<i>86,623</i>	<i>10,347</i>	<i>11.95%</i>
	Transfer from General Fund	49,631	31,389	-	
	Total revenues	\$ 141,393	\$ 118,012	\$ 10,347	8.77%
Expenditures					
100	Salaries	28,200	11,930	6,151	51.56%
200	Benefits	4,470	4,304	932	21.65%
300	Purchased services	1,561	1,561	-	0.00%
401	Supplies and materials	4,254	3,072	403	13.13%
490/495	Food and milk	101,779	96,079	22,618	23.54%
820	Dues, memberships, other fees	1,130	1,066	700	65.65%
	Total expenditures	\$ 141,393	\$ 118,012	\$ 30,804	26.10%
	Food services fund net income	\$ -	\$ -	\$ (20,457)	

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

	Months to Date		5	41.67%	
	2024-2025 Original Budget	2024-2025 Working Budget	2024-2025 Year to Date Actual	Year to Date Percent of Working Budget	
Community Services Fund - 04					
Revenues					
50	Before and After care fees	\$ 44,169	\$ 41,696	10,987	26.35%
40	Preschool fees	\$ 62,800	\$ 60,750	14,093	23.20%
	Subtotal revenues	106,969	102,446	25,080	24.48%
	Transfer from General Fund	8,104	(946)	-	
	Total revenues	\$ 115,073	\$ 101,500	\$ 25,080	24.71%
Expenditures					
Before and After care expenditures					
100	Salaries	42,200	45,000	16,306	36.23%
200	Benefits	6,914	7,356	2,665	36.23%
300	Purchased services	510	510	-	0.00%
401	Supplies and materials	893	893	-	0.00%
Preschool expenditures					
100	Salaries	53,856	39,700	11,667	29.39%
200	Benefits	9,170	6,511	1,826	28.05%
430	Supplies and materials	1,530	1,530	340	22.20%
	Total expenditures	\$ 115,073	\$ 101,500	\$ 32,804	32.32%
	Community services fund net income	\$ -	\$ -	\$ (7,724)	
Total All Funds					
Revenues					
	State revenues	\$ 2,026,587	\$ 1,880,411	\$ 775,272	41.23%
	Federal revenues	95,836	96,893	13,160	13.58%
	Local revenues	124,862	119,336	31,129	26.09%
	Fund transfers	57,735	30,443	-	
	Total revenues	\$ 2,305,019	\$ 2,127,083	\$ 819,560	38.53%
Expenditures					
	Salaries and wages	\$ 1,291,583	\$ 1,038,718	\$ 363,091	34.96%
	Employee benefits	272,587	218,078	73,416	33.66%
	Purchased services	583,411	502,018	167,523	33.37%
	Supplies and materials	178,429	154,573	37,430	24.21%
	Facilities and equipment	3,188	-	-	0.00%
	Dues and memberships; fees; other expenses	22,259	19,196	7,764	40.45%
	Fund transfers	57,735	30,443	-	0.00%
	Total expenditures	\$ 2,416,392	\$ 1,970,867	\$ 654,565	33.21%
	Total revenues all funds	\$ 2,305,019	\$ 2,127,083	\$ 819,560	38.53%
	Total expenditures all funds	2,416,392	1,970,867	654,565	33.21%
	Net income - all funds	\$ (111,373)	\$ 156,216	\$ 164,995	
	Beginning fund balance, district wide	83,487	83,487	83,487	
	Ending fund balance, district wide	(27,885)	239,704	248,483	

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

**Three Rivers Montessori
Cash Flow Projection Summary
2024-2025 School Year**

Period Ending	Cash Inflows (Revenues)					Cash Outflows (Expenditures)				Cash Balance
	State Aid Payments	Federal Aid Payments/ Food Service	Other Receipts	Line of Credit Draw	Prior Year State and Federal Receivable	Salaries and Benefits (Net)	Other Expenses - AP	Payments Made on Line of Credit	Total Expenses	
Jul 31	102,949	-	2,975	-	5,198	42,529	74,610	-	117,139	\$ 78,232
Aug 31	134,115	-	1,680	-	198,297	43,315	82,094	-	125,409	72,215
Sept 30	129,220	-	14,985	-	64,128	66,426	148,481	-	214,908	280,898
Oct 31	106,095	10,246	11,201	-	28,195	77,178	95,119	125,000	297,297	274,324
Nov 30	168,834	-	13,800	-	9	68,347	91,390	-	159,737	132,763
Dec 31	123,372	9,176	11,892	-	-	85,770	84,260	-	170,030	155,669
Jan 31	103,372	18,986	11,892	-	6,166	85,770	84,260	-	170,030	130,079
Feb 28	123,520	9,176	11,892	25,000	1,593	85,770	84,260	-	170,030	100,466
Mar 31	126,714	9,176	11,892	-	-	85,770	84,260	-	170,030	101,617
Apr 30	123,372	18,986	11,892	-	15,428	85,770	84,260	-	170,030	79,369
May 31	123,520	9,176	11,892	25,000	-	85,770	84,260	-	170,030	79,017
June 30	123,372	9,176	2,000	-	-	55,770	64,260	-	120,030	78,576
Totals	1,488,455	94,100	117,992	50,000	319,014	868,187	1,061,512	125,000	2,054,699	93,094
Projected Cash Flow for FY2025-2026										
Jul 31	125,000	5,000	4,000	-	10,000	40,000	71,908	25,000	136,908	100,186
Aug 31	125,000	5,000	2,000	-	73,724	45,000	100,000	25,000	170,000	135,910
Sept 30	140,000	10,000	7,000	-	55,293	90,000	100,000	-	190,000	158,203
Oct 31	140,000	20,000	7,000	-	36,862	90,000	100,000	-	190,000	172,065

Assumptions: 10% State Aid Holdback

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



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

Supplemental Information

November 30, 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
1700	4266	ERCH	CR1124	Credit	A	11/08/24		Check	1	Miscellaneous Customer						0.00
						4266	B 01 215 010			FY25 Cobra Medical					2,893.72	0.00
														Receipt Total:	\$2,893.72	\$0.00
														Deposit Total:	\$2,893.72	\$0.00
1701	4266	ERCH	CR1124	Credit	A	11/13/24		Check	1	Miscellaneous Customer					79.00	0.00
						4266	E 01 005 810 000 350			FY25 Bill.com Void Nardini					\$79.00	\$0.00
														Receipt Total:	\$79.00	\$0.00
														Deposit Total:	\$79.00	\$0.00
1702	4266	ERCH	CR1124	Credit	A	11/13/24		Check	1	PreK Children's House					1,495.00	0.00
						4266	R 04 005 581 000 321 050			FY25 PreK Children's House					\$1,495.00	\$0.00
														Receipt Total:	\$1,495.00	\$0.00
														Deposit Total:	\$1,495.00	\$0.00
1703	4266	ERCH	CR1124	Credit	A	11/15/24		Check	1	PreK Children's House					900.00	0.00
						4266	R 04 005 581 000 321 050			FY25 PreK Children's House					\$900.00	\$0.00
														Receipt Total:	\$900.00	\$0.00
														Deposit Total:	\$900.00	\$0.00
1704	4266	ERCH	CR1124	Credit	A	11/15/24		Check	1	PreK Children's House					104.00	0.00
						4266	R 04 005 581 000 321 050			FY25 PreK Children's House					\$104.00	\$0.00
														Receipt Total:	\$104.00	\$0.00
														Deposit Total:	\$104.00	\$0.00
1705	4266	ERCH	CR1124	Credit	A	11/25/24		Check	1	PATH Pathfinders					250.00	0.00
						4266	R 04 005 570 000 000 050			FY25 Pathfinders					\$250.00	\$0.00
														Receipt Total:	\$250.00	\$0.00
														Deposit Total:	\$250.00	\$0.00

Three Rivers Montessori Receipt Listing Report with Detail by Deposit

Deposit Co	Bank Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1706	4266 ERCH CR1124															
	FY25 Deposit 11.27.24	1735	Credit A	11/27/24	4266 R 04 005 570	000 000 050	Check 1	PATH	Pathfinders					416.00		0.00
														\$416.00	\$0.00	
														\$416.00	\$0.00	
1707	4266 ERCH CR1124															
	FY25 11.27.24 Bill.com VOID	1736	Credit A	11/27/24	4266 E 01 010 203	000 000 401	Check 1	m	Miscellaneous Customer					85.00		0.00
														\$85.00	\$0.00	
														\$85.00	\$0.00	
1708	4266 ERCH CR1124															
	FY25 11.19.24 Bill.com VOID	1737	Credit A	11/19/24	4266 E 01 005 810	000 000 350	Check 1	m	Miscellaneous Customer					1,318.50		0.00
														\$1,318.50	\$0.00	
														\$1,318.50	\$0.00	
1709	4266 ERCH CR1124															
	FY25 November JMC	1738	Credit A	11/29/24	4266 R 04 005 570	000 000 050	Check 1	PATH	Pathfinders					2,620.00		0.00
														\$2,620.00	\$0.00	
														\$2,620.00	\$0.00	
1710	4266 ERCH CR1124															
	FY25 IDEAS 11.15.24	1739	Credit A	11/15/24	4266 R 01 005 000	000 000 211	Check 1	m	Miscellaneous Customer					7,021.88		0.00
														\$7,021.88	\$0.00	
														29,951.91	\$0.00	
														21,261.95	\$0.00	
														\$58,235.74	\$0.00	
														\$58,235.74	\$0.00	
1711	4266 ERCH CR1124															
	FY25 IDEAS 11.27.24	1740	Credit A	11/27/24	4266 B 01 121	000	Check 1	m	Miscellaneous Customer					8.93		0.00
														\$8.93	\$0.00	
														26,419.75	\$0.00	
														33,926.05	\$0.00	
														14,256.00	\$0.00	

Three Rivers Montessori Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
1711	4266	ERCH	CR1124															
				1740	Credit	A	11/27/24		Check	1	m	Miscellaneous Customer						
				4266	R	01	005	000	000	000	369	Hily Worker Unemployment				17,144.86	0.00	
				4266	R	01	005	000	000	343	300	FY25 School Library Aid				10,413.66	0.00	
				4266	R	01	005	000	000	373	300	FY25 Student Support				6,000.00	0.00	
				4266	R	01	005	000	000	312	300	FY25 Literacy Incentive Chart				2,438.00	0.00	
															Receipt Total:	\$110,607.25	\$0.00	
															Deposit Total:	\$110,607.25	\$0.00	
															Report Total:	\$179,004.21	\$0.00	

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4266	ERCH	1022	E 01 005 105 000 000 305	Invoice	The McDowell Agency, Inc. Background Verification Fees	11/18/2024	BP
		Voucher #:	5008	Invoice No:	158340		Paid Amt: \$448.80
							Check Amount: \$448.80
4266	ERCH	1056	E 01 005 810 000 000 350	Invoice	Maxs Mowing N More, Inc. November 2024 Minimum monthly service maint	11/18/2024	BP
		Voucher #:	5007	Invoice No:	13796		Paid Amt: \$1,860.00
							Check Amount: \$1,860.00
4266	ERCH	1056	E 01 005 810 000 000 350	Invoice	Maxs Mowing N More, Inc. Oct 25 FALL RAKING, BLOWING AND LEAF F	11/18/2024	BP
		Voucher #:	5006	Invoice No:	13786		Paid Amt: \$314.83
							Check Amount: \$314.83
4266	ERCH	1063	E 01 010 401 000 740 394	Invoice	Designs for Learning Johnson, Eada, Spch/Lang, 3Hrs @ \$105/hr		BP
							\$315.00
							\$660.00
							\$551.25
		Voucher #:	5009	Invoice No:	20240930203		Paid Amt: \$1,526.25
							Check Amount: \$1,526.25
4266	ERCH	1070	E 01 005 810 000 000 330	Invoice	Ace Solid Waste, Inc. FY25 Trash Removal Services -November 2024	11/18/2024	BP
		Voucher #:	5004	Invoice No:	11187602T067		Paid Amt: \$303.38
							Check Amount: \$303.38
4266	ERCH	1089	E 01 005 117 000 000 305	Invoice	Rebecca McMullen MARSS Reporting Consultant	11/18/2024	BP
		Voucher #:	5012	Invoice No:	613		Paid Amt: \$412.50
							Check Amount: \$412.50
4266	ERCH	1137	E 01 005 810 000 000 350	Invoice	OTIS Elevator Company Cust#70714580 Maintenance Service 11/1/24-11	11/18/2024	BP
		Voucher #:	5003	Invoice No:	100401730775		Paid Amt: \$905.52
							Check Amount: \$905.52
4266	ERCH	1233	E 01 005 113 000 000 305	Invoice	BerganKDV Financial management and accounting services	11/18/2024	BP
		Voucher #:	5005	Invoice No:	1240596		Paid Amt: \$5,513.00
							Check Amount: \$5,513.00
4266	ERCH	1245	E 01 010 420 000 740 394	Invoice	Integrative Therapy COTA Services, 9.74hrs@\$75/hr		BP
							\$731.21

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4266	ERCH	1245			Integrative Therapy		BP	
			E 01	010	420 000 740 394	OTR Services, 2.41 hrs@\$92.5/hr		\$223.55
		PO#:	5011	Invoice	Invoice No: 5276	11/18/2024	Paid Amt:	\$954.76
4266	ERCH	1246			Yale Mechanical		BP	
			E 01	005	810 000 000 350	QUARTERLY HVAC CONTRACT BILLING		\$1,219.65
		PO#:	5010	Invoice	Invoice No: 26696	11/18/2024	Paid Amt:	\$1,219.65
4266	ERCH	1234			Divvy		Wire	
			E 02	005	770 000 703 495	11/14/24 Walmart-milk for student breakfast		\$6.99
			E 02	005	770 000 703 495	11/14/24 Walmart-milk for student breakfast		\$30.22
			E 01	010	203 000 000 401	11/14/24 Amazon-Title 1 supplies for reading prc		\$12.26
			E 01	010	630 000 000 466	11/13/24 Amazon-Computer to be used for MTS		\$249.99
			E 02	005	770 000 701 401	11/12/24 Amazon-Can opener		\$24.95
			E 04	005	581 000 321 490	11/11/24 Target-snacks for preschool		\$10.11
			E 01	005	110 000 000 401	11/08/24 Amazon-3 ring binders for office use		\$29.16
			E 01	005	720 000 000 401	11/07/24 Amazon-ice packs for health office		\$20.00
			E 01	005	110 000 000 401	11/07/24 Amazon-tape and binder clips		\$15.37
			E 01	005	110 000 000 320	11/05/24 Spectrum Mobile-Cell phones for Oper.		\$87.74
			E 01	005	110 000 000 335	11/03/24 Crag Enterprises-Storage unit for the s		\$100.00
			E 01	010	203 000 000 430	11/02/24 Customedu.com-Books for students to		\$996.35
			E 01	010	203 000 000 406	11/02/24 Transparent Classroom-Student datab		\$14.00
			E 01	010	420 000 419 455	11/02/24 Amazon-Headphones for SPED		\$76.99
			E 01	010	420 000 419 405	11/01/24 Ixl School Subscript-MTSS Intenventor		\$799.00
			E 01	005	110 000 000 401	10/31/24 Amazon-tape and card stock		\$20.43
			E 01	005	110 000 000 401	10/31/24 Amazon-tape and card stock		\$25.96
			E 01	010	203 000 000 430	10/31/24 Amazon-Poety books for E2		\$35.96
			E 01	010	203 000 000 430	10/31/24 Ventris Learning-Curriculum		\$58.36
			E 01	010	230 000 000 405	10/30/24 Adobe-Adobe software purchase for fill		\$160.00
			E 04	005	581 000 321 490	10/30/24 Walmart-Childrens House Snack Pre t		\$21.56
			E 01	005	110 000 000 401	10/29/24 Amazon-Mop clothes for Maple and C		\$21.62
			E 01	010	203 000 000 430	10/28/24 Amazon-Division flash cards for Cedar		\$31.50
			E 02	005	770 000 701 401	10/28/24 Amazon-Gloves for Washing dishes		\$3.49
			E 01	010	203 000 000 430	10/26/24 Customedu.com-Decobale books for rc		\$27.90
			E 04	005	581 000 321 490	10/23/24 Walmart-Children's House Pre school :		\$999.28
			E 01	005	810 000 000 401	10/23/24 Amazon-Paper towels		\$62.38
			E 01	010	203 000 000 401	10/23/24 Amazon-Social Emotional regulation m.		\$105.96
			E 01	010	203 000 000 430	10/22/24 eBay-Reading assessment materials		\$69.00
			Prepared by Creative Planning	010	203 000 000 430			\$59.83

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4266	ERCH	1234			Divvy		Wire
			E 01	010	203 000 000 430	10/22/24 eBay-Reading assessment materials	\$90.49
			E 01	010	420 000 419 455	10/22/24 Amazon-Headphones	\$51.27
			E 01	005	110 000 000 401	10/22/24 Amazon-PTO/Sub Calendar	\$9.84
			E 01	010	203 000 000 430	10/22/24 Eisy-Fluency Passages for reading int	\$75.00
			E 01	005	110 000 000 401	10/15/24 Amazon-Visitor badges for front office	\$15.43
			E 01	010	420 000 419 405	10/15/24 Adobe-acobe for sped department	\$32.35
PO#:		Voucher #:	5018		Invoice No:	11.18.24	Paid Amt: \$4,450.74
							Check Amount: \$4,450.74
4266	ERCH	1034			Minnesota Department of Revenue		Wire
			B 01	215	003	MN Withholding	\$1,393.72
			B 02	215	003	Payroll Deductions	\$16.28
PO#:		Voucher #:	5013		Invoice No:	S2025090	Paid Amt: \$1,410.00
							Check Amount: \$1,410.00
4266	ERCH	1035			PERA		Wire
			B 01	215	007	PERA	\$2,801.07
			B 02	215	007	PERA	\$136.51
PO#:		Voucher #:	5015		Invoice No:	S2025090	Paid Amt: \$2,937.58
							Check Amount: \$2,937.58
4266	ERCH	1036			TRA		Wire
			B 01	215	006	TRA	\$3,577.60
PO#:		Voucher #:	5016		Invoice No:	S2025090	Paid Amt: \$3,577.60
							Check Amount: \$3,577.60
4266	ERCH	1037			IRS		Wire
			B 01	215	002	Federal Withholding	\$2,371.94
			B 01	215	005	FICA	\$6,722.32
			B 02	215	005	FICA	\$149.18
PO#:		Voucher #:	5017		Invoice No:	S2025090	Paid Amt: \$9,243.44
							Check Amount: \$9,243.44
4266	ERCH	1141			Alerus		Wire
			B 01	215	017	HSA	\$193.33
PO#:		Voucher #:	5014		Invoice No:	S2025090	Paid Amt: \$193.33
							Check Amount: \$193.33
4266	ERCH	1034			Minnesota Department of Revenue		Wire
			B 01	215	003	MN Withholding	\$1,245.88
			B 02	215	003	Payroll Deductions	\$25.15

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4266	ERCH	1034			Minnesota Department of Revenue		Wire	
			B 04	215 003	Payroll Deductions			
PO#:		Voucher #:	5022	Invoice	Invoice No: S2025100	11/29/2024	Paid Amt:	\$1,271.15
								Check Amount: \$1,271.15
4266	ERCH	1035			PERA		Wire	
			B 01	215 007	PERA			
			B 02	215 007	PERA			
PO#:		Voucher #:	5024	Invoice	Invoice No: S2025100	11/29/2024	Paid Amt:	\$2,733.85
								Check Amount: \$2,733.85
4266	ERCH	1036			TRA		Wire	
			B 01	215 006	TRA			
			B 04	215 006	TRA			
PO#:		Voucher #:	5025	Invoice	Invoice No: S2025100	11/29/2024	Paid Amt:	\$3,300.86
								Check Amount: \$3,300.86
4266	ERCH	1037			IRS		Wire	
			B 01	215 002	Federal Withholding			
			B 04	215 002	Payroll Deductions			
			B 01	215 005	FICA			
			B 02	215 005	FICA			
			B 04	215 005	FICA			
PO#:		Voucher #:	5026	Invoice	Invoice No: S2025100	11/29/2024	Paid Amt:	\$8,290.02
								Check Amount: \$8,290.02
4266	ERCH	1141			Alerus		Wire	
			B 01	215 017	HSA			
PO#:		Voucher #:	5023	Invoice	Invoice No: S2025100	11/29/2024	Paid Amt:	\$193.33
								Check Amount: \$193.33
4266	ERCH	1034			Minnesota Department of Revenue		Wire	
			B 01	215 003	MN Withholding			
PO#:		Voucher #:	5019	Invoice	Invoice No: S202509S0	11/29/2024	Paid Amt:	\$30.04
								Check Amount: \$30.04
4266	ERCH	1035			PERA		Wire	
			B 01	215 007	PERA			
PO#:		Voucher #:	5020	Invoice	Invoice No: S202509S0	11/29/2024	Paid Amt:	\$175.00
								Check Amount: \$175.00
4266	ERCH	1037			IRS		Wire	
			B 01	215 002	Federal Withholding			
PO#:		Voucher #:	5021	Invoice	Invoice No: S202509S0	11/29/2024	Paid Amt:	\$57.58
								Check Amount: \$57.58

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4266	ERCH	1037	B 01	215	005	11/29/2024	Wire	
		Voucher #:	5021	Invoice	Invoice No: S202509S0		Paid Amt:	\$248.82
							Check Amount:	\$248.82
4266	ERCH	1017	E 01	005	112 000 000 740	11/29/2024	Wire	
		Voucher #:	5002	Invoice	Invoice No: 11.07.24		Paid Amt:	\$1,000.00
							Check Amount:	\$1,000.00
4266	ERCH	1017	E 01	005	112 000 000 305	11/29/2024	Wire	
		Voucher #:	5029	Invoice	Invoice No: 11.29.24		Paid Amt:	\$10.00
							Check Amount:	\$10.00
4266	ERCH	1023	E 01	005	940 000 000 340	11/29/2024	Wire	
		Voucher #:	5027	Invoice	Invoice No: 11.18.24		Paid Amt:	\$1,184.16
							Check Amount:	\$1,184.16
4266	ERCH	1042	E 02	005	770 000 701 820	11/29/2024	Wire	
		Voucher #:	5038	Invoice	Invoice No: 11.04.24		Paid Amt:	\$700.00
							Check Amount:	\$700.00
4266	ERCH	1048	E 01	005	850 000 348 570	11/29/2024	Wire	
		Voucher #:	5001	Invoice	Invoice No: 11.01.24		Paid Amt:	\$13,036.09
							Check Amount:	\$13,036.09
4266	ERCH	1097	E 01	005	110 000 000 305	11/29/2024	Wire	
		Voucher #:	5032	Invoice	Invoice No: 11.04.24		Paid Amt:	\$438.38
							Check Amount:	\$438.38
4266	ERCH	1097	E 01	005	110 000 000 305	11/29/2024	Wire	
		Voucher #:	5033	Invoice	Invoice No: 11.18.24		Paid Amt:	\$1.05
							Check Amount:	\$1.05
4266	ERCH	1141	E 01	005	115 000 000 305	11/29/2024	Wire	
		Voucher #:	5037	Invoice	Invoice No: 11.26.24		Paid Amt:	\$13.75
							Check Amount:	\$13.75

Three Rivers Montessori Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
4266	ERCH	1164	E 01 005 810 000 000 330	5034	Elk River Municipal Utilities	11/29/2024	Wire	
		Voucher #:	5034	Invoice	Invoice No: 11.21.24			
					Acct#44880 Utilities			\$561.24
							Paid Amt:	\$561.24
							Check Amount:	\$561.24
4266	ERCH	1164	E 01 005 810 000 000 330	5035	Elk River Municipal Utilities	11/29/2024	Wire	
		Voucher #:	5035	Invoice	Invoice No: 11.21.24			
					Acct#44881 Utilities			\$674.22
							Paid Amt:	\$674.22
							Check Amount:	\$674.22
4266	ERCH	1164	E 01 005 810 000 000 330	5036	Elk River Municipal Utilities	11/29/2024	Wire	
		Voucher #:	5036	Invoice	Invoice No: 11.21.24			
					Acct#44882 Utilities			\$302.94
							Paid Amt:	\$302.94
							Check Amount:	\$302.94
4266	ERCH	1219	E 01 005 114 000 000 305	5031	KPAY TLM	11/29/2024	Wire	
		Voucher #:	5031	Invoice	Invoice No: 11.08.24			
					TLM Fees -			\$222.48
							Paid Amt:	\$222.48
							Check Amount:	\$222.48
4266	ERCH	1229	E 01 005 112 000 000 305	5028	Bill.com	11/29/2024	Wire	
		Voucher #:	5028	Invoice	Invoice No: 11.26.24			
					Payment Service Fees			\$107.83
							Paid Amt:	\$107.83
							Check Amount:	\$107.83
4266	ERCH	1231	E 01 005 110 000 000 305	5030	Iron Mountain	11/29/2024	Wire	
		Voucher #:	5030	Invoice	Invoice No: 11.21.24			
					Shredding			\$215.64
							Paid Amt:	\$215.64
							Check Amount:	\$215.64
4266	ERCH	1023	E 01 005 111 000 000 305	5041	The Hanover Insurance Group	11/29/2024	BP	
		Voucher #:	5041	Invoice	Invoice No: 05.20.24			
					Claim Number: 85-00416567 001			\$19.50
							Paid Amt:	\$19.50
							Check Amount:	\$19.50
4266	ERCH	1023	E 01 005 111 000 000 305	5042	The Hanover Insurance Group	11/29/2024	BP	
		Voucher #:	5042	Invoice	Invoice No: 09.18.23			
					Claim Number: 85-00416567 001			\$1,765.50
							Paid Amt:	\$1,765.50
							Check Amount:	\$1,765.50
4266	ERCH	1023	E 01 005 111 000 000 305	5039	The Hanover Insurance Group	11/29/2024	BP	
		Voucher #:	5039	Invoice	Invoice No: 10.31.24			
					Claim Number: 85-00416567 001			\$58.50
							Paid Amt:	\$58.50
							Check Amount:	\$58.50
4266	ERCH	1023	E 01 005 111 000 000 305	5040	The Hanover Insurance Group	11/29/2024	BP	
		Voucher #:	5040	Invoice	Invoice No: 85-0041656701			
					Claim Number: 85-00416567 001			\$175.50
							Paid Amt:	\$175.50
							Check Amount:	\$175.50
							Check Amount:	\$2,019.00
							Report Total:	\$72,001.23

Three Rivers Montessori Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
2729	202504	10/31/2024	P	JE		Christine Castagneri - Title I	Gastagneri, Christine	E	01	010	203	000	000	144	General Elementary Educati	0.00	5,605.50
							Gastagneri, Christine	E	01	010	203	000	000	210	General Elementary Educati	0.00	405.09
							Gastagneri, Christine	E	01	010	203	000	000	214	PERA	0.00	420.24
							Gastagneri, Christine	E	01	010	203	000	000	220	Health Insurance	0.00	418.74
							Gastagneri, Christine	E	01	010	203	000	000	230	General Elementary Educati	0.00	5.59
							Gastagneri, Christine	E	01	010	203	000	000	235	General Elementary Educati	0.00	18.78
							Gastagneri, Christine	E	01	010	203	000	000	240	General Elementary Educati	0.00	8.53
							Gastagneri, Christine	E	01	010	216	000	401	144	N-Lic Instr Sup Pers	5,605.50	0.00
							Gastagneri, Christine	E	01	010	216	000	401	210	Title I - FICA	405.09	0.00
							Gastagneri, Christine	E	01	010	216	000	401	214	Pera	420.24	0.00
							Gastagneri, Christine	E	01	010	216	000	401	220	Health Insurance	418.74	0.00
							Gastagneri, Christine	E	01	010	216	000	401	230	Title I - Life	5.59	0.00
							Gastagneri, Christine	E	01	010	216	000	401	235	Dental Insurance	18.78	0.00
							Gastagneri, Christine	E	01	010	216	000	401	240	Title I - LTD	8.53	0.00
\$6,882.47																	

12-17-2024 School Board Update

Executive Director's Monthly Report

1. Executive Director Goals Update
 - Family Engagement
 - MTSS and Data
 - See handout
 - Student Survey and Staff Survey
 - See attachments
 - Media Center and Schedule
 - Purchase of materials and new schedule
 - Looking ahead for Montessori training
 - Workshop January 18th
 - Education Assistant's Training in January
2. Other Information:
 - Enrollment and Enrollment History
 - Staffing Update:
 - One paraprofessional resignation and one new Hire replacement
 - Still interviewing for one new special education paraprofessional position that was approved – in process
 - Posting for Teachers for 2025-2026 will be on website and Indeed
3. Coming Up to Review in Winter of 2025:
 - Bylaws updated
 - Policies
 - Lottery – Tours and Process – Sarah
 - Forecasting 2025-2026 Budget
 - Salaries and Benefits for 2025-2026
 - Montessori Teacher Qualifications
 - Vision for our programming 2025-2026 (Specialists-Spanish/Media/Art/ PE)
4. Discussion on Preschool for 2025-2026
 - Director will be reaching out to Preschools as feeder schools
 - Information/models and financial impacts from Mindy Wachter and Sarah Roell
 - Input from historical perspective from Chris Castagneri
 - Finance Committee Recommends Scenario 1

Three Rivers Montessori School

Executive Director Performance Evaluation for SY 2024-2025

- A. Governance
 - i. Standard 1.b - Goals and/or Strategic Plan
- B. School Finances
 - i. Standard 2.a - Budget Development and Maintenance
 - ii. Standard 2.b - Financial Statements
- C. Communication and Community Relationships
 - i. Standard 3.a - Relationships with the Community
 - ii. Standard 3.b - Engagement
 - iii. Standard 3.f - Visibility & Approachability
- D. Teaching & Learning
 - i. Standard 6.a - Staff Development
 - ii. Standard 6.b - School Improvement

PERFORMANCE GOALS AND STANDARDS

A. Governance
Standard 1.b - Goals and/or Strategic Plan

- b. Maintain a school district budget and financial position that provides short-term and long-term stability. Provide leadership to maximize use of school district resources

Ongoing 2024-2025

Evidence:

1. Balance Budget Development
2. Communication weekly
3. Reviewing Expenses weekly and monthly
4. Multi-year projections in place
5. Trend Data analyzed and documented
6. Finance/Leadership Team meetings with documentation of the minutes as we review budgets
7. Fund-raising activities planned
8. Developed "what if" strategies

Objective 1.:

- By January 30th and June 30th 2025, the Executive Director will develop and implement a **three to five-year budget projection** plan that considers enrollment, anticipated state and federal funding, expected expenditures, salaries and benefits, reduces the deficit, a review of all staffing positions, and grows the fund reserve.

Possible Sources of Evidence:

- Plan available for review
- Budget development and oversight procedures in place
- School board updates/communiques
- Minutes of Leadership Team meetings
- Business Manager is consulted regularly

Objective 2.:

- Communicate employee proposals to the school board, recommend adjustments to employee policies and salary structures as appropriate, and manage all employee contracts and policies;
- Develop and maintain a comprehensive strategic planning process, which includes short- and long-term planning and development of school district and instructional goals

Possible Sources of Evidence:

- School Board Agenda and Minutes
- Strategic Plan – in process
- WBWF – completed with updates
- Osprey Wilds Recertification - completed

--	--



B. School Finances
 Standard 2.a - Budget Development and Maintenance
 Standard 2.b - Financial Statements

a. Engages in timely budget planning and actions that consider current and long-range information and data; seeks balance to meet students' current and future needs and be fiscally responsible to community; distributes resources to meet immediate and long-range objectives

b. Provides constant flow of budgetary and/or financial information and discussion of ramifications of changes

Objective 1: By 6-20-25, develop and present a school district budget for 2025-2026 school year that aligns with the school district's five- year financial plan, reduces the deficit, and includes recommendations for school board action.

Possible Sources of Evidence:

- Plan available for review in process
- Plan presented on time
- Budget development and oversight procedures in place
- School board updates/communiques – variety of information for school board decision making
 - 2025-2026 School Visioning/Preschool
- School board monthly review of year to date budget expenditures, comparison to previous year expenditures/revenues, and encumbrance
- Year-at-a-glance calendar key budget development-related dates
- Minutes of Leadership Team meetings



<p>C. Communication and Community Relationships Standard 3.a - Relationships with the Community Standard 3.b - Engagement Standard 3.f - Visibility & Approachability</p> <p>a. Builds and sustains productive relationships with public and private sectors, such as local law enforcement, MSBA, MASA, etc.</p> <p>b. Seeks out and provides opportunities for input from external groups and individuals; uses the input in decision-making process</p> <p>c. Engages in timely budget planning and actions that consider current and long-range information and data; seeks balance to meet students' current and future needs and be fiscally responsible to community; distributes resources to meet immediate and long-range objectives</p>	<p>Objective 1: Throughout 2024-2025 the E.D. will build relationships and engage with the community; Inform the Community as a Whole; Provide Advocacy and be Visible and Approachable.</p> <p>Possible Sources of Evidence:</p> <ul style="list-style-type: none"> • Attendance at events to promote TRM <ul style="list-style-type: none"> ○ Title I Family Involvement Plan 2024-2025 updated <p>The school utilizes a bi-monthly newsletter and each classroom communicates daily or weekly as well. TRM holds family engagement events to connect families to the school environment. In addition, we have engaged parents and students in a Reading at Home Program.</p> <ul style="list-style-type: none"> • August 2024- Summer Greet and Meet with free book give away and games at a local park • October 2024 - Read at Home Program Kick off • January 2025 - Parent Meeting sharing Title I information and school improvement meeting • Spring 2025 - Parent Meeting • End of Year 2025 Family Picnic with free book giveaways and games • Community engagement meetings • TRM family involvement • Reach out to involve community • Website, Facebook etc.
<p>D. Teaching & Learning Standard 6.a - Staff Development Standard 6.b - School Improvement</p> <p>a. Ensures comprehensive staff development plan exists and aligns with school district and school specific goals and complies with law; assures staff development programs fit school district-specific plan, goals, and priorities and focus on increasing student achievement</p> <p>b. Ensures school improvement plans are in place at all buildings</p>	<p>Objective 1: Throughout 2024-2025 School Improvement in reading and a safe and caring culture will be the focus of improvement.</p> <p>Possible Sources of Evidence:</p> <ul style="list-style-type: none"> • Staff Development Plan and Meeting Dates (PLCs) - Monthly • School Improvement (Reading – MCAs and FastBridge data;) • Curriculum and Instruction (Implementing Readers' Workshop) • Professional Knowledge of Teaching and Learning (Coaching and mentoring) • Culture of Cooperation (Safe and Caring Classrooms and School Wide expectations) • Media Center Schedule in place for interventions and extensions • ReadingCorp in place – Small group interventions • Title I interventions in place • Word of the month with classroom lessons in compassion and affirmations • Classroom observations with feedback loop • MTSS in place – Data Days • Positive Discipline in the Montessori Classroom

and align with school district-wide goals; assures plans and strategies are in place and used for implementing improvement efforts and monitoring progress

Standard 1. Governance Team: Element 1.b. Goals and/or Strategic Plan

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<i>Facilitates development of the school district's short- and long-term measurable goals and aligns available resources with school district's budget to accomplish goals.</i>	<i>Facilitates development of the school district's short- and long-term goals and recommends necessary financial strategies to meet goals</i>	<i>have been developed but no overall plan or alignment of resources exists</i>	<i>Goals are not developed</i>

Standard 2. School District Finances: Element 2.a. Budget Development and Maintenance

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<i>Engages in timeline budget planning and actions that consider current and long-range information and data; seeks balance to meet students' current and future needs and be fiscally responsible to community; distributes resources to meet immediate and long-range objectives</i>	<i>Engages in proactive budget actions that consider current information and data; seeks balance to meet the students' needs and be fiscally responsible to community; distributes resources in light of school district goals and immediate objectives</i>	<i>Budget development, resource allocations, and management is focused on meeting immediate needs and fiscal issues. Decisions are primarily reactive to current needs of the school district.</i>	<i>Budget knowledge is limited. Budget is developed and managed without taking into consideration current needs of the school district. Resources are allocated without consideration of school district needs.</i>


Standard 3. Communication and Community Relationships: Element 3.f. Visibility and Approachability

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<i>Is visible and approachable by members of the community and varied events</i>	<i>Is visible and approachable by community; attends some events</i>	<i>Attends few events and is seldom approachable by community</i>	<i>Is neither visible nor approachable by community</i>

Standard 6. Teaching and Learning: Element 6.e. Culture of Cooperation

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<i>Develops and supports open, productive caring and trusting relationships among staff</i>	<i>Encourages open, productive, caring and trusting</i>	<i>Haphazardly supports open, productive, caring and trusting</i>	<i>Culture of trust does not exist</i>

	<i>environment among staff</i>	<i>environment among staff</i>	
--	--------------------------------	--------------------------------	--



Evaluation Period: _____ to _____

Superintendent's Signature: _____ Date: _____

School Board Chair's Signature: _____ Date: _____

2024-2025 Family Engagement Plan

Three Rivers Montessori School Introduction:

The Family Engagement Plan (FEP) is organized into four impact areas. We will be working together this year to build positive and goal-oriented relationships in each area. This plan is reviewed annually by all stakeholders for alignment and adjustment.

Welcoming Environment	
Our school has staff member(s) available for families to discuss this plan and ask questions	<ul style="list-style-type: none">● Family Liaison: Chris Castagneri and Paula Henry
Our school communicates with families in many ways.	<ul style="list-style-type: none">● The school utilizes a bi-monthly newsletter and each classroom communicates daily or weekly as well. TRM holds family engagement events to connect families to the school environment. In addition, we have engaged parents and students in a Reading at Home Program.<ol style="list-style-type: none">1. August 2024- Summer Greet and Meet with free book give away and games at a local park2. October 2024 - Read at Home Program Kick off3. January 2025 - Parent Meeting sharing Title I information and school improvement meeting4. Spring 2025 - Parent Meeting5. End Of Year 2025 Family Picnic with free book giveaways and games● TRM prides itself on creating a small and responsive environment where family needs are taken care of within 48 hours of receipt of communication.

<p>The achievement gap, or rather the “opportunity gap,” between students of color and white students in rural settings is apparent and TRM is committed to attracting a diverse set of family and creating a diverse student body,</p>	<ul style="list-style-type: none">● For more about our work on racial equity, contact: Chris Castagneri Chris.Castagneri@threeriversmontessori.org
<p>Transitions between schools can be challenging, and we work to help families as their children start and leave our school.</p>	<p>For new students and families, we support the transition by:</p> <ul style="list-style-type: none">● Providing a walkthrough of the building while school is in session and providing a buddy in the classroom to orient the student during their first days at school.● TRM staff work closely together and communicate grade to grade and department to department to ensure all student needs are being met

Family Partnerships

Our school-parent communication establishes the shared responsibility for student success between the school, families, and students. Families and teachers work together to develop sustainable plans for each student

- Administration and staff work together to identify communication gaps and to ensure all family and student need are being met
- TRM staffs a full time Social Worker to ensure families have access to the resources they need

There are many opportunities for families to build connections to the school and to each other.

- **Title I Annual Meeting where we will share information about school programs**
- Regular parent meetings, family nights, etc.
 1. August 2024- Summer Greet and Meet with free book give away and games at a local park
 2. October 2024 - Read at Home Program Kick off
 3. January 2025 - Parent Meeting sharing Title I information and school improvement meeting
 4. Spring 2025 - Parent Meeting
 5. End Of Year 2025 Family Picnic with free book giveaways and games
- Home Visits - Home visits are held by the school social worker on an as needed basis

We work to make these meetings and events available for every family in the school.

- Though we do not yet need interpreters, we would provide them if a family needed for all events
- Meetings and events are held at accessible times for all of our families. We encourage them to bring siblings or other family members as well

Our school supports families as advocates and provides opportunities for parent leadership

- We encourage families to start with their child's teacher if they have concerns and to then reach out to administration if further support is needed
- We host a full parent committee and encourage our families to be active participants in supporting our school setting

	<ul style="list-style-type: none"> ● We encourage parents to join our school board to be active voices in the creation and maintenance of the policies that drive our school setting
--	---

Teaching and Learning	
<p>Our school shares information about state standards, assessment and student achievement with families in multiple ways</p>	<ul style="list-style-type: none"> ● Progress reports will be distributed in the Fall Winter and Spring ● Parent-Teacher conferences are held in October and March ● Students have 3 years worth of materials in each classroom to meet student needs if they are not reading on grade level ● TRM hosts Montessori informational evenings where parents can engage with Montessori materials and better understand how their children learn while at school

Community Partnerships	
<p>Our school develops community partnerships to provide additional support for students and their families</p>	<ul style="list-style-type: none"> ● We work with the city of Elk River, the Elk River police and fire departments and are always looking for innovative ways to cultivate community partnerships at TRM

Mission Related Goal Survey (Fall)

Staff, please have your students complete this survey. It will be sent out again in the Spring to measure growth. This survey replaces our past practice of pulling each student to complete the MEFS Testing. Please have all students complete this by the end of end of this week (12/13/24). Thank you!

* Indicates required question

1. Student Name and Teacher Name *

2. I understand how my actions affect others *

Mark only one oval.

- Not Yet
- Sometimes
- Quite Often
- All The Time

3. I know what compassion is and I can explain it to someone else *

Mark only one oval.

- Not Yet
- Sometimes
- Quite Often
- All The Time

4. I feel like a member of the TRM school community *

Mark only one oval.

- Not Yet
- Sometimes
- Quite Often
- All The Time

5. I feel like a member of the community I live in outside of school *

Mark only one oval.

- Not Yet
- Sometimes
- Quite Often
- All The Time

6. I am able to apply what interests me during my school day and as I learn *

Mark only one oval.

- Not Yet
- Sometimes
- Quite Often
- All The Time

This content is neither created nor endorsed by Google.

Google Forms

Fall Employee Survey

Greetings staff, please find a Fall survey for you to complete. At TRM we are constantly looking for collaborative ways to continue to grow and improve our school setting for all stakeholders.

Please note that we want you to feel comfortable and to share your honest and authentic experience at TRM. Because of this the survey is completely anonymous. The feedback received will be compiled into a broad overview of the school culture and used to make decisions on how to improve the TRM experience going forward.

If you have any questions about this survey please email the Executive Director, Paula Henry at paula.henry@threeriversmontessori.org

** Indicates required question.*

1. 1. How likely is it you would recommend working at Three Rivers Montessori to a friend or Colleague? *

Mark only one oval.

	1	2	3	4	5	
Not	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Extremely Likely

2. 2. I know what is expected of me at work. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

3. 3. I have the resources I need to do my job effectively. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

4. 4. I have received recognition or praise for doing good work from another staff member and/or my supervisor *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

5. 5. At work, my opinions seem to count. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

6. 6. The mission of TRM is clear and I feel my work leads to the mission. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

7. 7. I am surrounded by individuals who are committed to doing quality work. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

8. 8. My supervisor is invested in my success. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

9. 9. My supervisor has communicated with me about my progress. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

10. 10. I feel I have opportunities at Three Rivers Montessori to learn, grow, and advance. *
(Mark one choice)

Mark only one oval.

- Strongly Agree
 Agree
 Neither Agree nor Disagree
 Disagree
 Strongly Disagree

11. What do you enjoy about working at TRM?

12. What could be changed at TRM to make your job better?

13. Are there any additional details about your experience you would like to share with the Board or TRM administration?

This content is neither created nor endorsed by Google.

Google Forms

Media Center Schedule 2024-2025

Time and Teacher	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-9:00	E2 students IXL	E2	E2	E2	E2
9:00-9:45					Preschool
9:45-10:25	E1's IXL	E1's	E1's	E1's	E1's
10:30 -12:30	Open	Open	Open	Open	Open
Media Specials 12:30 – 1:30	Media Specials 12:30 – 1:30	Media Specials 12:30 – 1:30	Media Specials 12:30 – 1:30	Media Specials 12:30 – 1:30	Media Specials 12:30 – 1:30
12:30 – 1:30	Nikki's Class E1	Jan's Class Kinder	Cassie's Class – E1	Lydia's Class E2	Open

Media Center Protocols and Procedures:

Before entering the Media Center for Specials at 12:30-1:30:

1. In the classroom, please talk with the students about what they will be working on and the why or purpose of the lessons. The purpose is to learn and the computer program they are using will help them be successful students and people.
2. Review the rules of the media center.
 - a. Follow the teacher's instruction in charge
 - b. Listen
 - c. Work
 - d. Clean up
 - e. This is not a visiting time for students. This is a learning time. This is a quiet space. Talking across the table to another student is distracting for everyone and results in lost learning time.

In the Media Center:

1. Have allotted computers out on tables before students arrive
2. If doing assigned seating, have this configured prior to student's arrival
3. Adults should be continuously monitoring student computers to assure they are accessing the correct content (Pop ups happen and we do not want students to click on anything not appropriate)
4. If you are the last class for the day - all computers need to be plugged in to charge
5. This should be a quiet space - other services may be sharing the space at the same time and students should be focusing on their work
6. Students should be utilizing headphones to limit the sound and distraction in the room
7. Students should not be left unattended at any time
8. **Plug in computers when your session is over**

Grade Placement Options 25/26

Current 24-25 number of students per grade:

Grade Level	Number of Students
Children's House	8
Kindergarten	29
1st	20
2nd	15
3rd	23
4th	10
5th	12
6th	8
Total number of students:125(117)	

*All scenarios below are based on all current k thru 5th returning

Option 1: 25 students in each class w/total of 150

K1(a) K1(b) 21 open seats

2-3(a) 2-3(b) 16 open seats

4-6(a) 4-6(b) 5 open seats

Option 2: one Children's House classroom w/20 students(capped due to ratio) w/total of 145

CH-1 (20 students) 14 open seats- these seats would be open to CH or Kinder students

K1 (25 students) no open seats

2-3 (25 students) 7 open seats

2-3 (25 students) 8 open seats

4-6 (25 students) 2 open seats

4-6 (25 students) 3 open seats

Option 3: two Children's House classrooms w/20 students each(capped due to ratio) w/total of 140

CH-1 (20 students) 5 open seats

CH-1 (20 students) 6 open seats

2-3 (25 students) 7 open seats

2-3 (25 students) 8 open seats

4-6 (25 students) 2 open seats

4-6 (25 students) 3 open seats

Grade Placement Options 25/26

- Children's House rates will increase to around \$1200? (To be determined)
- 2 of our potentially returning CH students are employees at TRM. They are both currently paying \$420 a month, this would potentially increase to \$480 for sy 25/26
- We currently have 8 students enrolled in CH, 4 of those students will be able to move up to kindergarten in the fall of 25.
- with our current students who will be returning to Children's House next year (4 students) we would be collecting an estimated \$3,360 a month in tuition. We are currently bringing in \$5450 a month in tuition fees. We also spend an average of \$100 for milk and snacks a month.



Ratio and Group Size Standards for Licensed Child Care

Fact Sheet | November 2016

Staff-to-child ratios, group sizes, and age distributions for child care centers and family child care settings are critical standards that ensure a minimum level of safety, supervision, and quality in child care. The standards vary based on setting, the age of children in care, and the concentration of children from each age group. These standards are set forth by Minnesota law. [Minnesota Rules, chapter 9503](#) (“Rule 3”) defines the standards for child care centers, and [Minnesota Rules, chapter 9502](#) (“Rule 2”) governs family child care and group family child care.

Categorizing the Age of Children

Minnesota Rules define various age categories for children in care. These definitions inform the staff-to-child ratios and group size standards.

Child Care Center Age Categories*	
Newborn	Not defined
Infant	6 weeks to 16 months
Toddler	16 to 33 months
Preschooler	33 months to kindergarten
School-age child	Kindergarten to 12 years
*As defined by Minnesota Rules, chapter 9503	

Family Child Care Age Categories*	
Newborn	Less than 6 weeks
Infant	6 weeks to 12 months
Toddler	12 to 24 months
Preschooler	24 months to 5 years
School-age child	5 to 11 years
*As defined by Minnesota Statutes, chapter 245A	

Defining Staff-to-Child Ratios and Group Sizes

Staff-to-child ratios provide a minimum standard needed to supervise and care for children. To maintain quality and safety, group size standards (defined by capacity in family child care settings) limit the total number of children, based on age, who can be cared for in a given setting. Together ratios and group sizes inform how many children an individual can care for and how many total children in care are allowed.

Child Care Centers

Ratio and group size standards apply at all times except during certain activities like meals, outdoor activities, field trips, and naps. Additionally, children of different ages may be grouped together during drop-off and pick-up times when it often makes sense to condense classrooms. However, ratio and group size requirements for the age category of the youngest child in care must be followed.

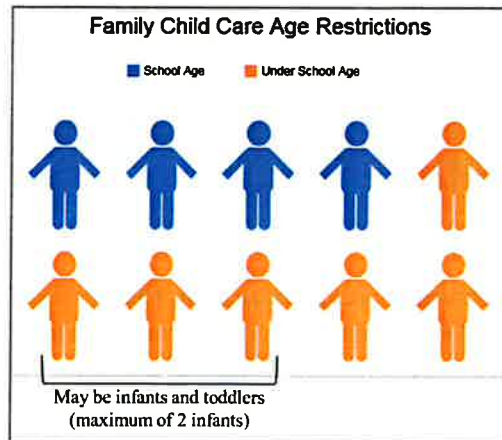
Child Care Center Ratios and Group Sizes, by Age Category		
Age Category	Minimum Staff-to-Child Ratio	Maximum Group Size
Infant	1:4	8
Toddler	1:7	14
Preschooler	1:10	20
School-age child	1:15	30

Ratio & Group Sizes for Licensed Child Care

Family Child Care

Minnesota Rules, chapter 9502, recognizes the increased effort needed to care for infants and toddlers. The ratio and age distribution standards for family child care places limits on the number of infants and toddlers that can be cared for depending on the overall mix of children in care. Of the total number of children allowed in care, there are limits on the number of under school-age children and the number of infants and toddlers. The figure, right, illustrates the age distribution restrictions in place for a class A family child care setting.

The table below indicates the capacity, ratio and age restriction standards outlined in Minnesota Rules, chapter 9502.



In family child care, of the non-school-age children, 3 may be infants and toddlers with a maximum of 2 infants.

Family Child Care Ratios and Group Sizes

Setting	Class	Capacity	Adults	Children Under School-Age	Infant and Toddler Restrictions
Family Child Care	A	10	1	6	Of the under school-age children, 3 may be infants and toddlers with a maximum of 2 infants.
Specialized Infant and Toddler Family Child Care	B1	5	1	3	Maximum of 3 infants
	B2	6	1	4	Maximum of 2 infants
Group Family Child Care	C1	10	1	8	Of the under school-age children, 3 may be infants and toddlers with a maximum of 2 infants.
	C2	12	1	10	Of the under school-age children, 2 may be infants and toddlers with a maximum of 1 infant.
	C3	14	2	10	Of the under school-age children, 4 may be infants and toddlers with a maximum of 3 infants.
Specialized Infant and Toddler Group Family Child Care	D	9	2	7	Maximum of 4 infants

Erin Anderson

Thu, Nov 21, 2:16 PM (19
hours ago)

to me

Hi Paula,

It is on the PS-PK Monitoring tab of the school's compliance website.

Here are a few of the concerns I observed:

- Currently the school is using an internally created assessment, which is not approved by Minnesota Parent Aware. In its new school affidavit, TRM indicated it would use High Scope Child Observation Record (COR), which is Parent Aware approved for infant / toddler but not preschool / prek. The school must select an approved assessment and implement it at program entrance and exit.
- The school must use a comprehensive child assignment aligned with ECIPs. Currently the school is using an internally created assessment, which is not aligned with ECIPs.
- The school must ensure that all children in the early learning program have completed health and developmental screening within 90 days of program enrollment or have documented the parent(s) conscientious objection in writing. As of the date of the site visit, the school does not gather this information. It collects only immunization records.
- The school has not identified any early learners for early childhood special education. However, it is responsible for identifying these students and ensuring they receive early childhood special education services through the child's resident district.
- The school does not have a K readiness goal in its Exhibit G. This should be revised during the next contracting period.
- The preschool program is not included in the ELP. This should be revised.

Please let me know what questions you have.



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

512 School-Sponsored Student Publications and Activities

Number: 512
Date Created: 12/11/2024
Adopted: TBD

School-Sponsored Student Publications and Activities

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of school sponsored media and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Teachers/staff shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in a school-sponsored media or activity may seek review of the decision by the Executive Director. The director shall issue a decision no later than three (3) school days after review is requested.
 1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.

2. School-sponsored media may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.
- C. "Minor" means any person under the age of eighteen (18).
- D. "Obscene to minors" means:
 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community ***concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and***
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

- F. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district.
 2. distributed or generally made available to students in the school; and
 3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, used school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is defamatory;
 3. is profane, harassing, threatening, or intimidating;
 4. constitutes an unwarranted invasion of privacy;

5. violates federal or state law;
 6. causes a material and substantial disruption of school activities;
 7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
 8. advertises or promotes any product or service not permitted for minors by law;
 9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
 10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of The United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These professional standards may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;

4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

V. POSTING

This school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)

Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



Three Rivers Montessori School

2024-2025 Calendar



STUDENTS NOT IN SCHOOL

JULY				
M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

July
School Board Work Session:
Date TBD

Jan
1-3 Winter Break
20 MLK Jr. Day
21 Teacher Workshop
21 School Board Meeting

JANUARY				
M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug
20 School Board Meeting
19 - 23 Teacher Workshop
22 New Staff Workshop
26 - 30 Staff Development
28 Open House (3pm-6pm)

Feb
17 Presidents Day
18 Teacher Workshop
18 School Board Meeting

FEBRUARY				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

SEPTEMBER				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Sept
2 Labor Day
3 First Day of School
17 School Board Meeting

Mar
7 Teacher Workshop (Grading)
13 Evening Conferences (2-7)
14 Daytime Conferences
17-21 Spring Break
25 School Board Meeting

MARCH				
M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

OCTOBER				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Oct
11 Teacher Workshop (Grading)
15 Evening Conferences (2-7)
16 Daytime Conferences
17-18 Teacher Workshop
22 School Board Meeting

Apr
4 Staff Development
15 School Board Meeting
18 Good Friday-ISD 728 - No School

APRIL				
M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

NOVEMBER				
M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Nov
4 Teacher Workshop
5 Staff Development
19 School Board Meeting
28-29 Fall Break

May
20 School Board Annual Meeting
26 Memorial Day

MAY				
M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Dec
6 Teacher Workshop
17 School Board Meeting
23 - 31 Winter Break

Jun
5 Last Day of School
6 Staff Development
17 School Board Meeting

JUNE				
M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

935 Hours State Minimum

Tri 1: Sep. 3, 2023 - Nov. 27, 2024 (56 days)
Tri 2: Dec. 2, 2023 - Mar. 6, 2024 (54 days)
Tri 3: Mar. 10, 2024 - June 5, 2024 (55 days)

Student Instructional Days (935 State Hours Minimum)	165 (*5.75/day=948.75 hrs)
Teacher Days	188
Teacher Workshop / Staff Development	13 / 8

