

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, January 18, 2022 at 7:00 p.m.

Zoom Meeting - Due to COVID

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQQT09>

Meeting ID: 852 5074 7687

Passcode: k2CJdy

One tap mobile

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 852 5074 7687

Phone Passcode: 750431

Find your local number: <https://us02web.zoom.us/u/kdHMgZcn5b>

Sent to OW - 1/13/2022 | Placed on Website - 1/13/2022

## **I. CALL TO ORDER** by Chairperson:

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

1. Board Members Present + Declarations:
2. Board Members Absent:
3. Other Attendees:

## **III. REVIEW OF TRM MISSION & VISION STATEMENTS**

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

**Vision:** Academic Excellence \* Community Engagement \* Environmental Stewardship

## **IV. APPROVAL OF MEETING AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL: Tonight's Meeting Agenda

## **V. CONSENT AGENDA**

2. **ACTION ITEMS:**
  - a. APPROVAL: TRM Regular Board Meeting Minutes 12/21/21

## **VI. INFORMATION ITEMS**

1. Environmental Learning Plan (ELP) Implementation (Hannah Scholten Presenting)
2. Board Observation Feedback from Osprey Wilds
3. Sped Update: New Contract with Designs for Learning
  - a. **ACTION ITEM:** Contract Approval
4. Hiring Approvals
  - a. **ACTION ITEM:** Makayla Akkerman: Special Education Para
  - b. **ACTION ITEM:** \_\_\_\_\_: Special Education Teacher
5. Approval of Jonna Duke to IoWA (FYI: Allows Jonna to access all reporting to MDE and grant access to individuals for reporting purposes (Finance, Sped, MARSS, Testing/Student Data)
  - a. **ACTION ITEM:** Approve Designation
6. Enrollment Update
7. Building & Playground Update

8. Open Enrollment
9. Open House
10. Lottery

## **VII. REPORTS**

1. Finance Committee
  - a. December Month End Financials
    - i. **ACTION ITEM:** Approve Prior Month Expenditures
    - ii. **ACTION ITEM:** Accept Prior Month Financial Report
  - b. Revised Budget
    - i. **ACTION ITEM:** Approve Revised 2021-2022 Budget

## **VIII. PUBLIC COMMENTS**

## **IX. DISCUSSION ITEMS**

1. Executive Director Interim and Hiring Update
2. Covid Situation Update and Policies
  - a. **ACTION ITEM:** Consider Changes to Quarantine Policies
    - i. CDC recommends shortening quarantine to 5 days
      1. Discussion of other recommendations
    - ii. Distance Learning
    - iii. Attendance Policy
3. School Board Official Election
4. Designate Recurring Committee Meeting Times
  - a. Academic Excellence, Governance, Finance, Development, School Operations
  - b. Public Link
  - c. Meeting Records
5. Board Training
  - a. Opportunities

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

1. Date, Time, Location of Next Regular Board Meeting - February 15, 2022 7:00 p.m. Virtual Due to Covid
2. Agenda Items Request or Send to Board Chair

## **XII. ADJOURNMENT**

- 1.

Board Approved:



# CDC Updates and Shortens Recommended Isolation and Quarantine Period for General Population

## Media Statement

For Immediate Release: Monday, December 27, 2021

Contact: [Media Relations](#)

(404) 639-3286

Given what we currently know about COVID-19 and the Omicron variant, CDC is shortening the recommended time for isolation for the public. People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after.

Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is [exposed to COVID-19](#). For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person [wear a well-fitting mask](#) at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others. Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious. These recommendations do not supersede state, local, tribal, or territorial laws, rules, and regulations, nor do they apply to healthcare workers for whom CDC has [updated guidance](#).

Data from South Africa and the United Kingdom demonstrate that vaccine effectiveness against infection for two doses of an mRNA vaccine is approximately 35%. A COVID-19 vaccine booster dose restores vaccine effectiveness against infection to 75%. COVID-19 vaccination decreases the risk of severe disease, hospitalization, and death from COVID-19. CDC strongly encourages COVID-19 vaccination for everyone 5 and older and boosters for everyone 16 and older. Vaccination is the best way to protect yourself and reduce the impact of COVID-19 on our communities.

***The following is attributable to CDC Director, Dr. Rochelle Walensky:***

*"The Omicron variant is spreading quickly and has the potential to impact all facets of our society. CDC's updated recommendations for isolation and quarantine balance what we know about the spread of the virus and the protection provided by vaccination and booster doses. These updates ensure people can safely continue their daily lives. Prevention is our best option: get vaccinated, get boosted, wear a mask in public indoor settings in areas of substantial and high community transmission, and take a test before you gather."*

**If You Test Positive for COVID-19 (Isolate)**

**Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

**If You Were Exposed to Someone with COVID-19 (Quarantine)****If you:**

Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

**If you:**

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

**OR**

Completed the primary series of J&J over 2 months ago and are not boosted

**OR**

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

*If you develop symptoms get a test and stay home*

###

[U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES](#)

*CDC works 24/7 protecting America's health, safety and security. Whether disease start at home or abroad, are curable or preventable, chronic or acute, or from human activity or deliberate attack, CDC responds to America's most pressing health threats. CDC is headquartered in Atlanta and has experts located throughout the United States and the world.*

Page last reviewed: December 29, 2021

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday, December 21, 2021 at 7:00 p.m.

Zoom Meeting - Due to COVID

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQOT09>

Meeting ID: 852 5074 7687

Passcode: k2CJdy

One tap mobile

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 852 5074 7687

Phone Passcode: 750431

Find your local number: <https://us02web.zoom.us/u/kdHMgZcn5b>

Sent to OW - 12/16/2021 | Placed on Website - 12/16/2021

**I. CALL TO ORDER** by Chairperson: Meeting called to order by [Chris Castagneriat](#) 7:02 pm.

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

1. Board Members Present + Declarations: [Hannah Scholten](#), [Chris Castagneri](#), [Lindsay Tilley](#), [Troy Hanson](#), [Amanda Johnston](#), and [Andrea Cuellar](#)
2. Board Members Absent:
3. Other Attendees: [Rose Bringus](#), [Liz Frink](#), [Jonna Duke](#), [Osprey Wilds](#), and [Joe Aliperto](#)

## **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**

Motion to approve meeting agenda made by [Hannah](#). Seconded by [Andrea](#). Unanimous approval ([Andrea](#), [Amanda](#), [Lindsay](#), [Troy](#), [Chris](#), and [Hannah](#))

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL OF TRM Regular Board Meeting Minutes 11/16/21

## **VI. INFORMATION ITEMS**

1. Sped Update: Hiring Consultant Review
2. Hiring Approval: [Previous special education department director Katty Kertus](#) from [Swan River Montessori](#) has been asked to come and review our special education program. This will happen in January and is covered under special education funds.
  - a. **ACTION ITEM:** [Elly Tran](#), Social Worker [Elly](#) has started working for TRM as a social worker. Currently her role is around meeting the minutes needed for IEPs and restorative social conversations. Motion to approve [Elly Tran](#) as the TRM social worker made by [Hannah](#). Seconded by [Amanda](#). Unanimous approval ([Andrea](#), [Amanda](#), [Lindsay](#), [Troy](#), [Chris](#), and [Hannah](#))

3. Approval of Policy(s) Wait list section added to require students to attend TRM within ten school days of accepting the seat. A change made to close new students joining the current year at the lottery date.
  - a. **ACTION ITEM:** Application and Enrollment Policy Motion to approve attendance policies as presented made by Hannah. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
4. Board Binder Updates made to the binder for the upcoming year
  - a. **ACTION ITEM:** Approve Updates Motion made by Hannah. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
5. Bylaw Changes Policy updates to reflect board member time
  - a. **ACTION ITEM:** Approve Updates Motion to approve made by Amanda. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
6. Playground Fund Disbursement Document requested to approve funds raised thus far from the 2020-2021 school year and part of the 2021-2022 school year. Question about the funds raised in addition to one-hundred dollars that was in the account to begin with. Question about raised funds for this year and designating those dollars to other avenues. Funds balance changed to reflect the original hundred dollars that was in the account playground from \$7,212.40 to \$7,212.40.
  - a. **ACTION ITEM:** Approve Disbursement of Fundraised Dollars (\$7,212.40) to West Title Motion to approve using the raised fund balance of \$7,112.40 made by Hannah. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
7. Enrollment Update 163 seats filled currently. Several students scheduled to start at the beginning of the break and a couple that started this week.
8. Building Update Fire alarm system needs to be updated for the lower level to include a speaker system. Currently looking into whether this should have been added at the time of building construction or if this needs to be included in the building plan. The building inspector stated that we need the handicap parking to be painted on the parking spot as well as indication with the sign. Looking to get an extension on the certificate of occupancy due to the addition of the speaker system from December 31, 2021 if needed.
9. Playground Update Playground installed but awaiting finishing touches. Most likely this will be done after the holiday break.

## **VII. REPORTS**

1. Finance Committee Currently budgeting for 164 students but have been noticing that we are only using funds for 154 students. Looking to revise the budget soon. Needing to finalize the September reimbursement and submit the October and November reimbursement. State still has a 10% hold back. We have not yet been approved for the lease aid needed for the lower level of the building. Looking to grow fund balance to 20% by the end of our fifth year of operation. We are still owed some money from the department of education. This will be arriving sometime during the second half of the year.
  - a. November Month End Financials
    - i. **ACTION ITEM:** Approve Prior Month Expenditures Motion to approve the prior month expeditors made by Tory. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
    - ii. **ACTION ITEM:** Accept Prior Month Financial Report Motion to approve the prior month financial report made by Hannah. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
  - b. Budget Discussion Revised budget meeting will be had in January.

## **VIII. PUBLIC COMMENTS**



## IX. DISCUSSION ITEMS

1. Employment Agreement Updates Conversation around Rose Bringus stay at her current staffing level until the spring due to the interim direction position not being filled and likely not filled for this school year. Conversation around an end date for Rose's and Jonna contracting being the end of the 2021-2022 school year unless agreed otherwise by the parties within the contract.
  - a. **ACTION ITEM:** Rose Bringus and Jonna Dukes Contracts Motion to change the end date on Rose's and Jonna's contract to the end of the current school year and change Rose's employment status to a .85 FTE made by Amanda. Seconded by Troy. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
  - b. **ACTION ITEM:** Jonna Duke
2. Executive Director Interim and Hiring Update Committee has been meeting to discuss the current inquiries, director application process, and application descriptions. Looking to post the position for the permanent director for the 2022-2023 school year on January 1, 2022 and start reviewing applications and schedule interviews within three to four weeks of the posting.
3. Remote Learning Update There are no longer students enrolled in remote learning and no inquiries at this time.
  - a. **ACTION ITEM:** Consider Changes Motion to discontinue the remote learning option made by Hannah. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
4. School Board Official Election Consideration of date to hold election to align with the annual board meeting in May (May 17, 2022).
  - a. **ACTION ITEM:** Set Date Motion to hold the annual board meeting and election day on May 17, 2022 made by Hannah. Seconded by Amanda. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
5. Enrollment Cap Walnut Room Discussion around the current needs of the classroom and capping the classroom to twenty-five students. With twenty-six enrolled currently, discussion was had about lowering the grade level caps to our current numbers.
  - a. **ACTION ITEM:** Consider Enrollment Cap Motion to cap the number of seats for the fourth grade and fifth grade room to eleven and the sixth grade room to four to be revisited for the next school year made by Hannah. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
6. Consider Troy Hanson Resignation
  - a. **ACTION ITEM:** Approve Motion to approve Troy Hanson's resignation made by Amanda. Seconded by Andrea. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)
7. Consider Amanda Johnston TRM Board Treasurer
  - a. **ACTION ITEM:** Approve Motion to approve Amanda Johnston as the board treasurer made by Andrea. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Chris, and Hannah)
  - b. **ACTION ITEM:** Approve as a signer on bank accounts Motion to approve Amanda Johnston as the signer on TRM bank accounts made by Lindsay. Seconded by Hannah. Unanimous approval (Andrea, Amanda, Lindsay, Chris, and Hannah)
8. Designate Active TRM Board Committees
  - a. Academic Excellence, Governance, Finance, Development, School Operations  
**ACTION ITEM:** Approve Committee Members Motion to approve volunteered board members for designated committees made by Andrea. Seconded by Lindsay. Unanimous approval (Andrea, Amanda, Lindsay, Chris, and Hannah)
  - b. Academic Excellence Committee Hannah and Andrea
  - c. Governance Committee Andrea and Amanda
  - d. Finance Committee Amanda and Chris
  - e. Development Committee Lindsay Tilley and Andrea Cuellar
  - f. School Operations Committee Chris
9. Board Training

- a. Opportunities

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

1. Date, Time, Location of Next Regular Board Meeting - January 18, 2022 7:00 p.m. Virtual  
Due to Covid
2. Agenda Items Request or Send to Board Chair

## **XII. ADJOURNMENT**

Motion to adjourn made by Lindsay. Seconded by Amanda. Unanimous approval (Andrea, Amanda, Lindsay, Troy, Chris, and Hannah)

Board Approved:





### ***Overview***

Currently the school has enrollment of 163 students. This is tracking lower than our budgeted ADM of 164 and the state is currently paying us off of 166 ADM. Since our enrollment projection is lower, the state will reduce our January 30th payment by approximately \$25,000 for the lower ADM.

### ***Balance Sheet***

The school has a reconciled cash balance of \$199,811 at the end of December.

### ***Income Statement Summary***

Currently we are 50% of the way through the budget year and have received 39% of our Revenue and have spent 36% of our Expenditure budget. This is in line with expectations given the 10% holdback from the state for revenues and salary accruals.

### ***Payments***

We continue incur expenditures related to our CSP Grant and pay vendors when reimbursements are received.

### ***Cash Flows***

Currently the state has a 10% holdback for their budgeting purposes. This amounts to \$84,874 being held back from the school which will get paid back during the holdback payments in fall of 2022.

### ***Additional Information***

We continue to expend dollars under our CSP Grant into Implementation II.



# Three Rivers Montessori Financial Dashboard for:

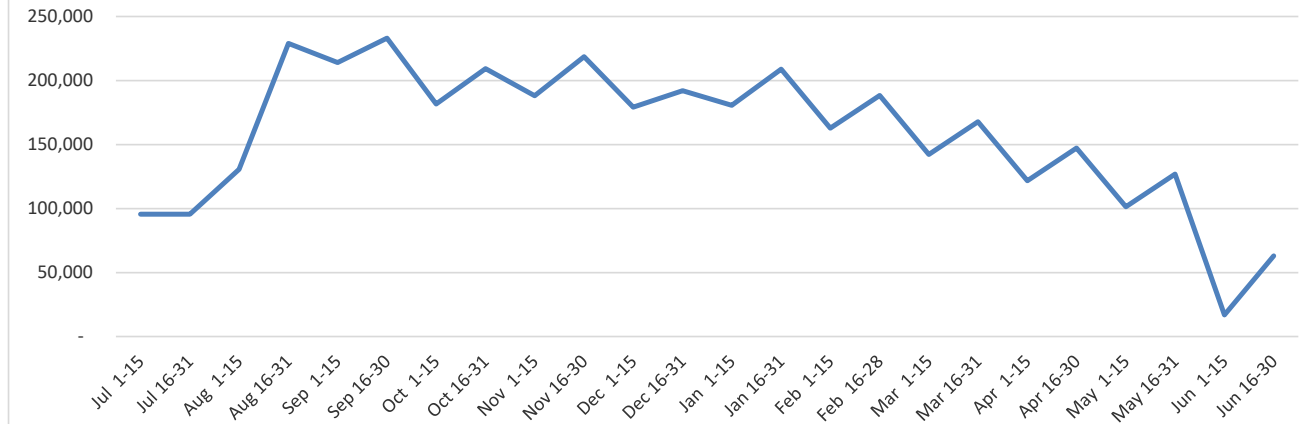
12/31/2021

## Student Count

Actual Current ADM:	<b>158.00</b>	ADM from Budget:	<b>164.00</b>
<i>See note below</i>			
Actual Current WADM:	<b>158.00</b>	WADM from Budget:	<b>164.00</b>

	YTD Actual		YTD Budget Target	
Revenue	\$768,643	39%	\$1,986,893	50%
Expense	\$684,793	36%	\$1,908,516	50%

## Cash Balance Projection



## Grants and Other Awards:

Description	Award	Expensed CFY	Remaining	Expiration Date
Federal CSP Grant	200,000	71,232	128,768	9/30/2022



## Three Rivers Montessori Financial Dashboard for:

12/31/2021

### Financial Ratios:

	YTD Actual	FY22 Original Budget	Desired
(A) Unrestricted Cash and Investments	199,811	70,216	
(B) Total Operating Expenses	684,793	1,926,336	
Cash on Hand Ratio ((A x 365) / B)	106.50	13.30	45.00
(A) Beginning Fund Balance	127,911	127,911	
(B) Revenues	768,643	1,986,893	
(C) Expenditures	(684,793)	(1,908,516)	
(D) Ending Fund Balance	211,761	206,288	
Fund Balance as a % of Expenditures (D / -C)	30.9%	10.8%	20.0%

### Upcoming Deadlines:

Task	Due Date
FY22 SEDRA Update	1/26/2022
FY22 ADM Estimate	1/26/2022
FY22 Special Education Transportation Estimate	1/26/2022

These financials were compiled from information supplied by school management. They are unaudited and should be used for management purposes only.

**Three Rivers Montessori**  
**Balance Sheet**  
**12/31/2021**

Descriptions	General Education Fund	Food Service	Community Service	Fixed Assets	Total
<b>Assets</b>					
<b>Current Assets</b>					
Checking Account - Bank of Elk River	185,635	3,431	3,533	-	192,599
Savings Account - Bank of Elk River	7,212	-	-	-	7,212
Prepaid Expenses	29,608	-	-	-	29,608
Due from State	16,384	1,847	-	-	18,231
<b>Total Current Assets</b>	<b>238,839</b>	<b>5,326</b>	<b>3,533</b>	<b>-</b>	<b>247,698</b>
<b>Fixed Assets</b>					
Land	-	-	-	-	-
Improvements	-	-	-	-	-
Buildings	-	-	-	-	-
Equipment	-	-	-	-	-
Construction in Progress	-	-	-	-	-
Accum Depr Buildings	-	-	-	-	-
Accum Depr On Equip.	-	-	-	-	-
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Assets</b>	<b>238,839</b>	<b>5,326</b>	<b>3,533</b>	<b>-</b>	<b>247,698</b>
<b>Liabilities &amp; Fund Balance</b>					
<b>Current Liabilities</b>					
Accounts Payable	8,428	450	-	-	8,878
Payroll Liabilities	(1,439)	-	-	-	(1,439)
<b>Total Current Liabilities</b>	<b>6,989</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>7,439</b>
<b>Fund Balance</b>					
Unassigned Fund Balance - 6/30/2021	127,911	-	-	-	127,911
Net Income/(Loss) - FY22	103,939	4,876	3,533	-	112,348
<b>Total Fund Balance</b>	<b>231,850</b>	<b>4,876</b>	<b>3,533</b>	<b>-</b>	<b>240,259</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>238,839</b>	<b>5,326</b>	<b>3,533</b>	<b>-</b>	<b>247,698</b>

**State Holdback Calculation:**

Total Fiscal Year School Budgeted State Revenues	1,697,474
Prorated Fiscal Year-to-Date (6 of 12 Months)	50%
Total Fiscal Year-to-Date Revised Budget	848,737
State Holdback Percentage	10%
Total Estimated Year-to-Date Holdback	<u><u>84,874</u></u>

**Three Rivers Montessori**  
 Open Accounts Payable  
 For Period Ending December 31, 2021

Invoice Number	Invoice Date	Vendor	Description	Amount
3727	11/28/2021	Navigate Care Consulting	GenEd Services	604.70
3727	11/28/2021	Navigate Care Consulting	Staff Health & Safety Training	1,540.00
3727	11/28/2021	Navigate Care Consulting	Interest	214.47
DT120421	12/4/2021	Minnesota Department of Health	2021 Food License Renewal	450.00
002	11/22/2021	Liz Frink	Professional Development	150.00
m2595	12/1/2021	WDTechOnline, LLC	Technical Support	150.00
3904	11/22/2021	Navigate Care Consulting	GenEd Services	268.60
DT093021	9/30/2021	George Sand	School Support 9/30/21	5,500.00
				<b>\$ 8,877.77</b>

**Three Rivers Montessori  
Summary Income Statement  
For Period Ending December 31, 2021**

	Month Activity	Year-To-Date Activity	FY22 Original Budget	% of Budget
<b>GENERAL FUND 01</b>			ADM 164.00	
			PPU 164.00	
<b>REVENUES</b>			<i>Targeted Percent</i>	50%
<b>State Revenue</b>				
Endowment Fund Apportionment	-	1,768	-	N/A
General Education Aid	121,215	593,319	1,095,656	54%
English Learner Cross Subsidy	154	154	-	N/A
Lease Aid	-	44,000	198,081	22%
Long-term Facilities Maintenance Aid	1,870	1,870	21,648	9%
State Special Education	-	90,942	382,089	24%
<b>Total State Revenue</b>	<b>123,238</b>	<b>732,053</b>	<b>1,697,474</b>	<b>43%</b>
<b>Federal Revenue</b>				
Title II	-	-	3,000	0%
Federal Special Education	-	-	9,020	0%
Federal CSP Grant - Implentation I	-	13,194	200,000	7%
<b>Total Federal Revenue</b>	<b>-</b>	<b>13,194</b>	<b>212,020</b>	<b>6%</b>
<b>Other Revenue</b>				
Fees from Patrons	-	5,925	-	N/A
Donations	40	42	-	N/A
Miscellaneous Revenue	617	904	-	N/A
Cost of Fundraising	-	(897)	-	N/A
Fundraising Sales	370	4,947	-	N/A
Fundraising Sales - Playground	-	849	-	N/A
<b>Total Other Revenue</b>	<b>1,027</b>	<b>11,771</b>	<b>-</b>	<b>N/A</b>
<b>TOTAL REVENUES</b>	<b>124,266</b>	<b>757,018</b>	<b>1,909,494</b>	<b>40%</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries/Wages	15,936	66,318	140,600	47%
Benefits	3,486	19,081	50,702	38%
Purchased Services	412	35,316	91,700	39%
Supplies/Materials	869	1,478	10,000	15%
Dues/Memberships	-	9,083	34,054	27%
<b>Total Administration</b>	<b>20,704</b>	<b>131,276</b>	<b>327,056</b>	<b>40%</b>
<b>General Education</b>				
Salaries/Wages	34,247	131,285	360,400	36%
Benefits	7,476	30,989	105,807	29%
Purchased Services	-	50	56,700	0%
Supplies/Materials	(212)	1,345	20,000	7%
<b>Total General Education</b>	<b>41,512</b>	<b>163,668</b>	<b>542,907</b>	<b>30%</b>

**Three Rivers Montessori  
Summary Income Statement  
For Period Ending December 31, 2021**

	Month Activity	Year-To-Date Activity	FY22 Original Budget	% of Budget
		ADM	164.00	
<b>State Special Education</b>				
Salaries/Wages	37,396	122,714	311,632	39%
Benefits	6,995	23,242	76,912	30%
Purchased Services	4,500	11,248	26,000	43%
Supplies/Materials	-	1,085	10,000	11%
<b>Total State Special Education</b>	<b>48,891</b>	<b>158,289</b>	<b>424,544</b>	<b>37%</b>
<b>Federal Funds</b>				
Title II	-	-	3,000	0%
Federal Special Education	-	3,000	9,020	33%
Federal Improvement - Planning	-	60	-	N/A
Federal CSP Grant	3,601	71,232	200,000	36%
<b>Total Federal Funds</b>	<b>3,601</b>	<b>82,035</b>	<b>212,020</b>	<b>39%</b>
<b>Instructional Support</b>				
Salaries/Wages	3,541	14,163	-	N/A
Benefits	1,069	4,008	-	N/A
Purchased Services	2,850	3,050	10,000	31%
<b>Total Instructional Support</b>	<b>7,459</b>	<b>21,221</b>	<b>10,000</b>	<b>212%</b>
<b>Student Support Services</b>				
Health Services	2,413	2,663	3,000	89%
Supplies/Materials	-	-	1,000	0%
<b>Total Student Support Services</b>	<b>2,413</b>	<b>2,663</b>	<b>4,000</b>	<b>67%</b>
<b>Operations and Maintenance</b>				
Purchased Services	1,352	14,862	58,000	26%
Building Lease	12,166	72,996	220,090	33%
Supplies/Materials	518	708	15,000	5%
<b>Total Operations and Maintenance</b>	<b>14,036</b>	<b>88,567</b>	<b>293,090</b>	<b>30%</b>
<b>Other Expenditures</b>				
Insurance	846	5,263	12,500	42%
Loan Interest/Fees	-	97	5,000	2%
<b>Total Other Expenditures</b>	<b>846</b>	<b>5,361</b>	<b>17,500</b>	<b>31%</b>
<b>TOTAL EXPENDITURES</b>	<b>139,461</b>	<b>653,079</b>	<b>1,831,117</b>	<b>36%</b>
<b>GENERAL FUND 01 - NET INCOME(LOSS)</b>	<b>(15,196)</b>	<b>103,939</b>	<b>78,377</b>	



**Three Rivers Montessori  
Summary Income Statement  
For Period Ending December 31, 2021**

	Month Activity	Year-To-Date Activity	FY22 Original Budget	% of Budget
		ADM	164.00	
<b>FOOD SERVICE FUND 02 REVENUES</b>				
State Revenue	191	469	7,000	7%
Federal Revenue	11,231	27,848	35,000	80%
Other Local Revenue	2,456	8,273	35,399	23%
<b>TOTAL FOOD SERVICE REVENUES</b>	<b>13,878</b>	<b>36,590</b>	<b>77,399</b>	<b>47%</b>
<b>EXPENDITURES</b>				
Salaries/Wages	2,507	7,773	34,650	22%
Benefits	380	1,178	5,249	22%
Purchased Services	450	450	2,500	18%
Supplies	5,162	22,314	35,000	64%
<b>TOTAL FOOD SERVICE EXPENDITURES</b>	<b>8,498</b>	<b>31,714</b>	<b>77,399</b>	<b>41%</b>
<b>FOOD SERVICE FUND 02 - NET INCOME(LOSS)</b>	<b>5,379</b>	<b>4,876</b>	<b>-</b>	
<b>COMMUNITY SERVICE FUND 04 REVENUES</b>				
Other Local Revenue	1,872	13,492	17,820	76%
<b>TOTAL COMMUNITY SERVICE REVENUE</b>	<b>1,872</b>	<b>13,492</b>	<b>17,820</b>	<b>76%</b>
Salaries/Wages	2,544	8,649	12,994	67%
Benefits	385	1,310	1,969	67%
Purchases	-	-	2,000	0%
Supplies	-	-	858	0%
<b>TOTAL COMMUNITY SERVICE EXPENDITURES</b>	<b>2,929</b>	<b>9,959</b>	<b>17,820</b>	<b>56%</b>
<b>COMMUNITY SERVICE FUND 04 - NET INCOME(LOSS)</b>	<b>(1,057)</b>	<b>3,533</b>	<b>-</b>	
<b>ALL FUNDS - NET INCOME(LOSS)</b>	<b>(10,873)</b>	<b>112,348</b>	<b>78,377</b>	

**Three Rivers Montessori**  
**Payment Register - December 2021**  
**Fiscal Year 2021-2022**

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
<b>Payroll</b>				
12/3/2021	12/3/21 Payroll	Payroll Net Pay	1007	211.87
12/3/2021	12/3/21 Payroll	Payroll Net Pay	WX	32,010.39
12/20/2021	12/20/21 Payroll	Payroll Net Pay	1008 - 1009	947.88
12/20/2021	12/20/21 Payroll	Payroll Net Pay	WX	37,374.11
<b>Regular Checks</b>				
12/8/2021	A Chance to Grow	OT & Speech Services September & October	10346	8,790.30
12/8/2021	Business Essentials	Office & Maintenance Supplies	10347	1,150.25
12/8/2021	Charter Communications	Internet Services	10348	14.00
12/8/2021	Dieci School Finance, LLC	Contracted Services	10349	6,478.60
12/8/2021	Jacob Bonde	Professional Services	10350	2,850.00
12/8/2021	Loffler Companies, Inc.	Copier Lease 11/2/21 - 12/1/21	10351	295.90
12/8/2021	Mark Pease Home Services	Install Hand Sink	10352	120.00
12/8/2021	Maxs Mowing N More, Inc.	October & November Mowing, Raking, Blowing, & Leaf Removal	10353	2,191.00
12/8/2021	MCM	Orientation Course	10354	2,700.00
12/8/2021	Metlife Small Business Center	November Premiums - Life, Vision, LTD & AD&D	10355	460.62
12/8/2021	MN CLN Services, Inc.	October Janitorial Services	10356	2,985.67
12/8/2021	Premier Kitchen, Inc.	Food Services	10357	8,272.23
12/8/2021	Rebecca McMullen	MARSS Services October	10358	75.00
12/8/2021	Reflection Sciences	MEFS Annual Licenses & Examiner	10359	1,920.00
12/8/2021	Scholastic	Classroom Curriculum	10360	114.52
12/8/2021	Sharon Lovegren	SpEd Services for October	10361	213.75
12/8/2021	The Mcdowell Agency, Inc.	Background Checks	10362	163.00
12/8/2021	WDTechOnline, LLC	Technical Support	10363	150.00
<b>Wires</b>				
12/1/2021	Charter Schools Development Corp	December Lease	WX	12,166.00
12/1/2021	IRS	FICA	WX	107.46
12/1/2021	Minnesota Department of Revenue	State	WX	14.19
12/1/2021	PERA	PERA	WX	90.72
12/2/2021	Amazon	Supplies	WX	114.88
12/2/2021	Crag Enterprises, LLC	December Storage	WX	70.00
12/2/2021	TSYS	Fees	WX	52.86
12/3/2021	IRS	FICA	WX	8,429.76
12/3/2021	Minnesota Department of Revenue	State	WX	1,262.71
12/3/2021	PERA	PERA	WX	3,385.10
12/3/2021	TRA	TRA	WX	3,214.28
12/7/2021	Alerus	HSA Contribution	WX	270.00
12/8/2021	Amazon	Supplies	WX	8.99
12/9/2021	Amazon	Supplies	WX	6.99
12/9/2021	Amazon	Supplies	WX	22.19

**Three Rivers Montessori**  
**Payment Register - December 2021**  
**Fiscal Year 2021-2022**

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
12/9/2021	Amazon	Supplies	WX	31.11
12/9/2021	Amazon	Supplies	WX	57.09
12/9/2021	Amazon	Supplies	WX	26.91
12/9/2021	Amazon	Supplies	WX	78.30
12/9/2021	Target	Supplies	WX	7.95
12/13/2021	Amazon	Supplies	WX	5.99
12/15/2021	Amazon	Supplies	WX	139.00
12/15/2021	Amazon	Supplies	WX	29.80
12/15/2021	Charter Communications	Phone Services	WX	14.00
12/15/2021	Key Me Locksmiths	Keys	WX	23.71
12/15/2021	Key Me Locksmiths	Keys	WX	5.92
12/15/2021	Waste Connections	Trash Services	WX	1,231.78
12/16/2021	Apple	Laptop	WX	1,077.67
12/16/2021	Apple	Macbook Care	WX	199.00
12/16/2021	Apple	Laptop	WX	1,077.67
12/16/2021	Apple	Macbook Care	WX	199.00
12/16/2021	Menards	Maintenance Supplies	WX	128.59
12/16/2021	The Hanover Insurance Group	Insurance	WX	846.03
12/16/2021	TSYS	Fees	WX	4.80
12/16/2021	Walmart	Supplies	WX	13.99
12/16/2021	Walmart	Supplies	WX	3.46
12/20/2021	Amazon	Supplies	WX	133.40
12/20/2021	Amazon	Supplies	WX	343.20
12/20/2021	Amazon	Supplies	WX	79.99
12/20/2021	IRS	FICA	WX	10,092.72
12/20/2021	Minnesota Department of Revenue	State	WX	1,589.90
12/20/2021	TRA	TRA	WX	3,309.74
12/21/2021	Amazon	Supplies	WX	24.60
12/21/2021	Amazon	Supplies	WX	19.55
12/21/2021	PERA	PERA	WX	4,414.78
12/22/2021	Alerus	HSA Contribution	WX	270.00
12/27/2021	Amazon	Supplies	WX	147.96
12/28/2021	Alerus	Admin Fees	WX	11.00
12/31/2021	The Bank of Elk River	Service Charge	WX	10.00
12/31/2021	The Bank of Elk River	ACH Per Item Fee	WX	7.30
12/31/2021	The Bank of Elk River	ACH Per Batch Fee	WX	3.00
12/31/2021	Zoom Video Communications, Inc.	Monthly Subscription	WX	59.31
<b>Total December 2021 Disbursements</b>				<b>\$ 164,423.44</b>

**V = Void Check**  
**\*= Break in sequence**

**Three Rivers Montessori**  
**Cash Flow Projection Fiscal Year 2022**

	State Aids		Federal Aid		Other Local	Estimated Receipts	Payroll Estimated Disbursements	Building Lease Disbursement	A/P Estimated Disbursements	Cash / Investments Balance	Loan	Savings Activity	Estimated Cash Balance
	CY	PY	CY	PY	Revenues								
<b>Balance Forward</b>										<b>\$ 22,740</b>	<b>\$ -</b>	<b>\$ 7,212</b>	<b>\$ 29,952</b>
Jul 1-15	117,136	-	5,019	-	6,178	128,333	39,536	-	16,067	95,470	-	-	102,682
Jul 16-31	-	-	-	-	-	-	-	-	-	95,470	-	-	102,682
Aug 1-15	57,627	4,044	9,971	-	926	72,569	27,412	-	9,917	130,709	-	-	137,922
Aug 16-31	80,669	54,681	-	-	1,793	137,143	18,852	-	20,115	228,885	-	-	236,097
Sep 1-15	64,859	-	-	-	-	64,859	25,639	24,088	29,955	214,063	-	-	221,275
Sep 16-30	63,361	28,090	-	-	6,876	98,328	60,493	12,410	6,391	233,097	-	-	240,309
Oct 1-15	63,361	-	-	-	18,983	82,344	46,222	30,631	56,879	181,709	-	-	188,921
Oct 16-31	42,105	18,559	3,223	31,780	7,024	102,691	50,202	-	25,035	209,162	-	-	216,375
Nov 1-15	60,721	-	-	-	781	61,502	51,230	12,166	19,101	188,167	-	-	195,380
Nov 16-30	61,249	-	16,617	-	7,473	85,338	52,581	-	2,260	218,665	-	-	225,877
Dec 1-15	60,600	-	-	-	1,972	62,573	48,996	12,166	40,872	179,203	-	-	186,415
Dec 16-31	60,959	-	11,231	-	2,978	75,167	58,845	-	3,543	191,982	-	-	199,194
Jan 1-15	98,642	-	-	-	1,972	100,614	58,845	12,166	40,872	180,712	-	-	187,925
Jan 16-31	63,918	2,553	20,993	-	2,978	90,441	58,845	-	3,543	208,765	-	-	215,977
Feb 1-15	63,918	-	-	-	1,972	65,890	58,845	12,166	40,872	162,772	-	-	169,984
Feb 16-28	63,918	-	20,993	-	2,978	87,888	58,845	-	3,543	188,271	-	-	195,484
Mar 1-15	63,918	-	-	-	1,972	65,890	58,845	12,166	40,872	142,278	-	-	149,490
Mar 16-31	63,918	-	20,993	-	2,978	87,888	58,845	-	3,543	167,777	-	-	174,990
Apr 1-15	63,918	-	-	-	1,972	65,890	58,845	12,166	40,872	121,784	-	-	128,996
Apr 16-30	63,918	-	20,993	-	2,978	87,888	58,845	-	3,543	147,284	-	-	154,496
May 1-15	63,918	-	-	-	1,972	65,890	58,845	12,166	40,872	101,290	-	-	108,503
May 16-31	63,918	-	20,993	-	2,978	87,888	58,845	-	3,543	126,790	-	-	134,002
Jun 1-15	-	-	-	-	1,972	1,972	58,845	12,166	40,872	16,879	-	-	24,091
Jun 16-30	127,836	13,831	20,993	-	2,978	165,637	58,845	57,124	3,543	63,003	-	-	70,216
<b>Total Estimate</b>	<b>\$ 1,534,385</b>	<b>\$ 121,758</b>	<b>\$ 172,019</b>	<b>\$ 31,780</b>	<b>\$ 84,684</b>	<b>\$ 1,944,627</b>	<b>1,186,152</b>	<b>221,581</b>	<b>496,631</b>		<b>-</b>	<b>7,212</b>	
FY22 Budget	1,704,474	-	247,020	-	35,399	\$ 1,986,893	1,085,952	221,581	600,983	\$ 78,377			
FY21 Accruals	-	121,758	-	31,780	-	153,539	-	-	-				
FY22 Accruals	(170,447)	-	(75,000)	-	-	(245,447)	-	-	-				
	1,534,027	121,758	172,020	31,780	35,399	1,894,984	1,085,952	221,581	600,983				
Variance	359	-	-	-	49,284	49,642	100,200	-	(104,353)				

**Notes:** Cash flow projection is based on prior year trends and the current year budget. Actual cash flow is tracked monthly.

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change	
	ADM	164.00	156.00	(8.00)	
	PPU	164.00	156.00	(8.00)	
<b>GENERAL FUND 01</b>					
<b>REVENUES</b>					
<b>State Revenue</b>					
01 R 005 000 000 000 201	Endowment Fund Apportionment	1,768.30	-	3,536.60	3,536.60
01 R 005 000 000 000 211	General Education Aid	593,318.59	1,095,655.60	1,105,544.74	9,889.14
01 R 005 000 000 317 211	English Learner Cross Subsidy	153.89	-	-	-
01 R 005 000 000 000 212	Literacy Incentive Aid	-	-	-	-
01 R 005 000 000 348 300	Lease Aid	44,000.23	198,081.17	204,984.00	6,902.83
01 R 005 000 000 369 317	Long-term Facilities Maintenance Charter	1,869.70	21,648.00	20,592.00	(1,056.00)
01 R 005 000 000 740 360	State Special Education	90,942.36	382,089.25	559,643.48	177,554.24
<b>Total State Revenue</b>		<b>732,053.07</b>	<b>1,697,474.02</b>	<b>1,894,300.82</b>	<b>196,826.81</b>
<b>Federal Revenue</b>					
01 R 005 216 000 401 400	Title I	-	-	-	-
01 R 005 204 000 414 400	Title II	-	3,000.00	2,655.61	(344.39)
01 R 005 000 000 419 400	Federal Special Education	-	9,019.55	9,019.55	-
01 R 005 000 000 425 400	CEIS	-	-	-	-
01 R 005 000 000 156 400	ESSER	-	-	-	-
01 R 005 000 000 150 400	Summer Academic and Mental Health Support	-	-	-	-
01 R 005 000 000 164 400	Expanded Summer Programming	-	-	-	-
01 R 005 000 001 859 400	Federal CSP Grant	13,194.31	200,000.00	200,000.00	-
<b>Total Federal Revenue</b>		<b>13,194.31</b>	<b>212,019.55</b>	<b>211,675.16</b>	<b>(344.39)</b>
<b>Other Revenue</b>					
01 R 005 000 000 000 050	Fees from Patrons	5,925.00	-	5,925.00	5,925.00
01 R 005 000 000 000 071	Third Party Billing	-	-	-	-
01 R 005 000 000 000 092	Interest	-	-	-	-
01 R 005 000 000 000 096	Donations	42.00	-	42.00	42.00
01 R 005 000 000 000 099	Miscellaneous Revenue	904.29	-	904.29	904.29
01 R 005 000 000 000 619	Cost of Materials	(897.05)	-	(897.05)	(897.05)
01 R 005 000 020 000 620	Sales of Materials - Playground	849.44	-	849.44	849.44
01 R 005 000 000 000 620	Sales of Materials	4,947.06	-	4,947.06	4,947.06
<b>Total Other Revenue</b>		<b>11,770.74</b>	<b>-</b>	<b>11,770.74</b>	<b>11,770.74</b>
<b>TOTAL REVENUES</b>		<b>757,018.12</b>	<b>1,909,493.57</b>	<b>2,117,746.72</b>	<b>208,253.16</b>

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change	
	ADM	164.00	156.00	(8.00)	
	PPU	164.00	156.00	(8.00)	
<b>EXPENDITURES</b>					
<b>Administration</b>					
<b>Salaries/Wages</b>					
01 E 005 050 000 000 110	School Administration - Administration/Supervision	39,304.04	75,000.00	102,551.54	27,551.54
01 E 005 105 000 000 170	General Admin Support - N-Instr Support	-	-	-	-
01 E 005 110 000 000 170	Admin Support - N-Instr Support	27,014.38	65,600.00	64,940.00	(660.00)
<b>Total Salaries/Wages</b>		<b>66,318.42</b>	<b>140,600.00</b>	<b>167,491.54</b>	<b>26,891.54</b>
<b>Benefits</b>					
01 E 005 050 000 000 210	School Admin - FICA	2,977.67	5,737.50	7,845.19	2,107.69
01 E 005 110 000 000 210	General Admin Support - FICA	1,930.65	5,018.40	4,967.91	(50.49)
01 E 005 110 000 000 214	General Admin Support - PERA	2,026.06	4,920.00	4,870.50	(49.50)
01 E 005 050 000 000 218	School Admin - TRA	2,711.92	6,097.50	8,552.80	2,455.30
01 E 005 050 000 000 220	School Admin - Health Insurance	1,991.42	4,335.57	6,503.36	2,167.79
01 E 005 110 000 000 220	General Admin Support - Health Insurance	3,237.52	13,761.00	13,761.00	-
01 E 005 050 000 000 230	School Admin - Life Insurance	49.50	247.20	494.40	247.20
01 E 005 110 000 000 230	General Admin Support - Life Insurance	49.50	540.00	540.00	-
01 E 005 050 000 000 235	School Admin - Dental Insurance	192.46	419.85	839.70	419.85
01 E 005 110 000 000 235	General Admin Support - Dental Insurance	192.46	419.85	419.85	-
01 E 005 050 000 000 240	School Admin - LTD	86.68	-	-	-
01 E 005 050 000 000 214	School Admin - PERA	509.06	-	-	-
01 E 005 110 000 000 240	Business Support Services - LTD	57.20	-	-	-
01 E 005 110 000 000 270	Business Support Services - Workers Compensation	3,069.06	9,204.95	12,060.89	2,855.94
01 E 005 110 000 000 280	General Admin Support - Unemployment Compensation	-	-	15,925.73	15,925.73
<b>Total Benefits</b>		<b>19,081.16</b>	<b>50,701.82</b>	<b>76,781.34</b>	<b>26,079.52</b>

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change	
	ADM	164.00	156.00	(8.00)	
	PPU	164.00	156.00	(8.00)	
<b>Purchased Services</b>					
01 E 005 105 000 000 305	General Admin Support - Cons/Fees for Serv (HR/Attorney)	-	5,000.00	5,000.00	-
01 E 005 107 000 000 305	Marketing Support - Cons/Fees for Serv	-	-	-	-
01 E 005 108 000 000 305	Admin Tech Services - Consult/Fees For Svc	-	-	-	-
01 E 005 110 000 000 305	Business Support Services - Cons/Fees for Serv	32,208.30	78,000.00	70,500.00	(7,500.00)
01 E 005 110 000 000 320	Communications	1,535.66	2,200.00	2,200.00	-
01 E 005 110 000 000 329	General Admin Support - Postage & Parcel Serv	58.00	2,500.00	2,500.00	-
01 E 005 110 000 000 370	Business Support Services - Oper. Rentals & Leases	1,513.80	3,000.00	3,000.00	-
01 E 005 105 000 000 366	General Admin Support - Trav/Conv/Conference	-	1,000.00	1,000.00	-
<b>Total Purchased Services</b>		<b>35,315.76</b>	<b>91,700.00</b>	<b>84,200.00</b>	<b>(7,500.00)</b>
<b>Supplies/Materials</b>					
01 E 005 108 000 000 405	Admin Tech Services - Software and License	635.24	-	-	-
01 E 005 110 000 000 401	Sup/Mat Non-Instr.	713.10	10,000.00	2,000.00	(8,000.00)
01 E 005 110 000 000 490	Adiminstration - Food	129.63	-	-	-
<b>Total Supplies/Materials</b>		<b>1,477.97</b>	<b>10,000.00</b>	<b>2,000.00</b>	<b>(8,000.00)</b>
<b>Dues/Memberships/Other</b>					
01 E 005 010 000 000 820	Board of Education - Dues, Mbrshp, Lic, Cert Fees	9,062.62	16,155.00	15,744.00	(411.00)
01 E 005 110 000 000 820	Business Support Services - Dues, Mbrshp, Lic, Cert Fees	20.00	2,500.00	2,500.00	-
01 E 005 950 000 000 910	Interfund Transfer	-	15,399.48	9,189.66	(6,209.82)
<b>Total Dues/Memberships/Other</b>		<b>9,082.62</b>	<b>34,054.48</b>	<b>27,433.66</b>	<b>(6,620.82)</b>
<b>Total Administration</b>		<b>131,275.93</b>	<b>327,056.30</b>	<b>357,906.54</b>	<b>30,850.24</b>
<b>General Education</b>					
<b>Salaries/Wages</b>					
01 E 010 203 000 000 140	General Elementary Education - Lic Classroom Tchr	86,883.76	244,900.00	259,312.80	14,412.80
01 E 010 203 000 000 141	General Elementary Education - N-Lic Classroom Pers	-	-	-	-
01 E 010 203 000 000 143	General Elementary Education - Instructional Coach	-	-	-	-
01 E 010 203 000 000 144	General Elementary Education - Educational Assistant	44,400.75	115,500.00	133,980.00	18,480.00
01 E 010 203 000 000 186	General Elementary Education - PD Stipends	-	-	5,000.00	5,000.00
<b>Total Salaries/Wages</b>		<b>131,284.51</b>	<b>360,400.00</b>	<b>398,292.80</b>	<b>37,892.80</b>



**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change	
	ADM	164.00	156.00	(8.00)	
	PPU	164.00	156.00	(8.00)	
<b>Benefits</b>					
01 E 010 203 000 000 210	General Elementary Education - FICA	9,580.71	27,570.60	30,469.40	2,898.80
01 E 010 203 000 000 214	General Elementary Education - PERA	3,304.07	8,662.50	10,423.50	1,761.00
01 E 010 203 000 000 218	General Elementary Education - TRA	7,275.04	19,910.37	21,626.69	1,716.32
01 E 010 203 000 000 220	General Elementary Education - Health Insurance	6,748.91	48,163.50	48,163.50	-
01 E 010 203 000 000 235	General Elementary Education - Dental Insurance	612.50	-	-	-
01 E 010 203 000 000 230	General Elementary Education - Life Insurance	198.00	-	-	-
01 E 010 203 000 000 240	General Elementary Education - LTD	286.31	-	-	-
01 E 010 203 000 000 280	General Elementary Education - Unemployment Compensation	2,983.00	1,500.00	-	(1,500.00)
<b>Total Benefits</b>		<b>30,988.54</b>	<b>105,806.97</b>	<b>110,683.09</b>	<b>4,876.12</b>
<b>Purchased Services</b>					
01 E 010 203 000 000 305	General Elementary Education - Cons/Fees for Serv	50.00	56,700.00	6,750.00	(49,950.00)
01 E 010 203 000 000 369	General Elementary Education - Entry Fees/Student Travel	-	-	-	-
<b>Total Purchased Services</b>		<b>50.00</b>	<b>56,700.00</b>	<b>6,750.00</b>	<b>(49,950.00)</b>
<b>Supplies/Materials</b>					
01 E 010 203 000 000 401	General Elementary Education - N-Instr Supp/Matl	1,115.90	10,000.00	5,000.00	(5,000.00)
01 E 010 203 000 000 430	General Elementary Education - Instructional Supplies	229.04	5,000.00	2,500.00	(2,500.00)
01 E 010 203 000 000 406	General Elementary Education - Instructional Software	-	-	-	-
01 E 010 203 000 000 461	General Elementary Education - Standardized Testing	-	5,000.00	5,000.00	-
<b>Total Supplies/Materials</b>		<b>1,344.94</b>	<b>20,000.00</b>	<b>12,500.00</b>	<b>(7,500.00)</b>
<b>Total General Education</b>		<b>163,667.99</b>	<b>542,906.97</b>	<b>528,225.89</b>	<b>(14,681.08)</b>
<b>State Special Education</b>					
<b>Salaries/Wages</b>					
01 E 010 408 000 740 140	EBD - Lic Classroom Tchr	47,010.63	170,260.00	171,100.00	840.00
01 E 010 420 000 740 156	Licensed Social Worker	-	-	29,941.25	29,941.25
01 E 010 420 000 740 161	Aggregate - ParaProf/Personal Care Assist	75,703.45	141,372.00	262,752.00	121,380.00
<b>Total Salaries/Wages</b>		<b>122,714.08</b>	<b>311,632.00</b>	<b>463,793.25</b>	<b>152,161.25</b>
<b>Benefits</b>					
01 E 010 408 000 740 210	EBD - FICA	3,292.76	13,024.89	13,089.15	64.26
01 E 010 408 000 740 218	EBD - TRA	3,773.81	13,842.14	14,269.74	427.60
01 E 010 408 000 740 220	EBD - Health Insurance	2,700.60	8,981.28	8,981.28	-
01 E 010 408 000 335 218	EBD - TRA	-	-	-	-
01 E 010 408 000 740 230	EBD - Life Insurance	63.00	-	-	-
01 E 010 408 000 740 235	EBD - Dental Insurance	245.00	419.85	419.85	-
01 E 010 408 000 740 240	EBD - LTD	108.57	-	-	-
01 E 010 408 000 740 280	EBD - Unemployment Compensation	-	-	-	-

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description		YTD	FY22 Original Budget	FY22 Revised Budget	Change
	ADM		164.00	156.00	(8.00)
	PPU		164.00	156.00	(8.00)
01 E 010 408 000 740 299	EBD - Oth Emp Ben	-	-	-	-
01 E 010 420 000 740 210	Aggregate - FICA	5,656.19	10,814.96	22,391.03	11,576.08
01 E 010 420 000 740 214	Aggregate - PERA	5,677.80	10,602.90	19,706.40	9,103.50
01 E 010 420 000 740 218	Aggregate - TRA	-	-	2,497.10	2,497.10
01 E 010 420 000 740 220	Aggregate - Health Insurance	1,213.94	16,369.47	34,839.72	18,470.25
01 E 010 420 000 740 230	Aggregate - Life Insurance	113.60	1,176.72	2,059.92	883.20
01 E 010 420 000 740 235	Aggregate - Dental Insurance	154.77	1,679.40	3,778.65	2,099.25
01 E 010 420 000 740 240	Aggregate - LTD	109.54	-	-	-
01 E 010 420 000 740 280	Aggregate - Unemployment	-	-	-	-
<b>Total Benefits</b>		<b>23,109.58</b>	<b>76,911.61</b>	<b>122,032.84</b>	<b>45,121.24</b>
<b>Purchased Services</b>					
01 E 010 401 000 740 394	SLI - Ed Pmt to N-Schl Agcy	4,463.00	8,500.00	8,500.00	-
01 E 010 404 000 740 394	Occupational Therapy - Contracted Services	-	5,000.00	5,000.00	-
01 E 010 411 000 740 394	ASD - Contracted Services	-	2,500.00	2,500.00	-
01 E 010 420 020 740 394	Aggregate - Ed Consult	-	-	-	-
01 E 010 420 021 740 394	Aggregate - Psychologist	-	-	-	-
01 E 010 420 022 740 394	Aggregate - Social Work Services	-	-	-	-
01 E 010 420 000 740 394	Aggregate - Ed Pmt to N-Schl Agcy	6,785.05	10,000.00	10,000.00	-
<b>Total Purchased Services</b>		<b>11,248.05</b>	<b>26,000.00</b>	<b>26,000.00</b>	<b>-</b>
<b>Supplies/Materials</b>					
01 E 010 420 000 740 401	Aggregate - Non-Instructional Supp & Matl	-	5,000.00	5,000.00	-
01 E 010 420 000 740 433	Aggregate - Ind Instr Supp & Matl	1,085.08	5,000.00	5,000.00	-
<b>Total Supplies/Materials</b>		<b>1,085.08</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>-</b>
<b>Total State Special Education</b>		<b>158,156.79</b>	<b>424,543.61</b>	<b>621,826.09</b>	<b>197,282.49</b>
<b>Federal Funds</b>					
<b>Title I</b>					
01 E 010 216 000 401 140	Title I - Lic Classroom Tchr	-	-	-	-
01 E 010 216 000 401 401	Title I - N-Instr Supp/Matl	-	-	-	-
<b>Total Title I</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Title II</b>					
01 E 010 204 640 414 366	Title II - Trav/Conv/Conference	-	3,000.00	2,655.61	(344.39)
<b>Total Title II</b>		<b>-</b>	<b>3,000.00</b>	<b>2,655.61</b>	<b>(344.39)</b>

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change
	ADM	164.00	156.00	(8.00)
	PPU	164.00	156.00	(8.00)
<b>Federal Special Education</b>				
01 E 010 420 000 419 303	Aggregate - Federal Awards <\$25K	3,000.00	9,019.55	9,019.55
01 E 010 420 640 419 366	Aggregate - Trav/Conv/Conference	-	-	-
01 E 010 420 000 419 401	Aggregate - N-Instr Supp/Matl	-	-	-
01 E 010 420 000 419 433	Aggregate - Ind Instr Supp & Matl	-	-	-
<b>Total Federal Special Education</b>		<b>3,000.00</b>	<b>9,019.55</b>	<b>9,019.55</b>
<b>Early Intervening Services</b>				
01 E 010 422 000 425 377	CEIS - Social Worker	-	-	-
<b>Total Early Intervening Services</b>		-	-	-
<b>Expanded Summer Programming</b>				
01 E 005 610 000 164 144	Non-Licensed Curriculum Development	-	-	-
<b>Total Expanded Summer Programming</b>		-	-	-
<b>Federal CSP Grant</b>				
01 E 005 050 001 859 110	Sal-Adm/Supervision	-	-	-
01 E 010 203 001 859 460	Fed Imp II - Textbooks and Workbooks	-	47,904.05	47,904.05
01 E 005 050 001 859 210	Sal-Adm/Supervision - FICA	-	-	-
01 E 005 050 001 859 218	Sal-Adm/Supervision - TRA	-	-	-
01 E 005 110 001 859 304	Fed Sub Award SubCont >\$25000	2,042.00	-	-
01 E 005 110 001 859 303	Fed Sub Award SubCont <\$25000	10,462.50	-	-
01 E 005 810 001 859 401	Operations and Maint. Supplies	-	-	-
01 E 005 110 001 859 401	Sup/Mat Non-Instr.	2,638.41	-	-
01 E 005 105 001 859 303	Fed Sub Award SubCont <\$25000	-	15,000.00	15,000.00
01 E 010 203 001 859 430	Instructional Supplies	24,584.36	15,000.00	15,000.00
01 E 005 110 001 859 405	Non-Instructional Software	4,477.04	-	-
01 E 010 203 001 859 555	Fed Imp II - Technology	-	122,095.95	122,095.95
<b>Total CSP Grant</b>		<b>44,204.31</b>	<b>200,000.00</b>	<b>200,000.00</b>
<b>Total Federal Funds</b>		<b>47,204.31</b>	<b>212,019.55</b>	<b>211,675.16</b>
				<b>(344.39)</b>

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change
	ADM	164.00	156.00	(8.00)
	PPU	164.00	156.00	(8.00)
<b>Instructional Support</b>				
<b>Salaries/Wages</b>				
01 E 005 610 000 000 144	Non-Licensed Curriculum Development	14,162.56	-	40,518.85
<b>Total Salaries/Wages</b>		<b>14,162.56</b>	<b>-</b>	<b>40,518.85</b>
<b>Benefits</b>				
01 E 005 610 000 000 210	General Elementary Education - FICA	1,034.70	-	3,099.69
01 E 005 610 000 000 214	General Elementary Education - PERA	1,062.16	-	3,038.91
01 E 005 610 000 000 218	General Elementary Education - TRA	-	-	-
01 E 005 610 000 000 220	General Elementary Education - Health Insurance	1,911.42	-	-
01 E 005 610 000 000 235	General Elementary Education - Dental Insurance	-	-	419.85
01 E 005 610 000 000 230	General Elementary Education - Life Insurance	-	-	540.00
01 E 005 610 000 000 240	General Elementary Education - LTD	-	-	-
01 E 005 610 000 000 280	General Elementary Education - Unemployment Compensation	-	-	-
<b>Total Benefits</b>		<b>4,008.28</b>	<b>-</b>	<b>7,098.46</b>
<b>Purchased Services</b>				
01 E 010 640 000 000 366	Staff Development - Trav/Conv/Conference	3,050.00	10,000.00	3,500.00
<b>Total Purchased Services</b>		<b>3,550.00</b>	<b>13,500.00</b>	<b>(3,000.00)</b>
<b>Supplies/Materials</b>				
01 E 010 640 000 000 401	Staff Development - N-Instr Supp/Matl	-	-	-
01 E 010 640 000 000 490	Staff Development - Food	-	-	-
<b>Total Supplies/Materials</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Instructional Support</b>		<b>3,550.00</b>	<b>13,500.00</b>	<b>44,617.31</b>
		<b>41,117.31</b>		

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change	
	ADM	164.00	156.00	(8.00)	
	PPU	164.00	156.00	(8.00)	
<b>Student Support Services</b>					
<b>Transportation</b>					
01 E 005 720 000 000 305	Health Services - Purchased Services	2,663.30	3,000.00	3,000.00	-
01 E 005 760 000 720 360	General Ed Transportation	-	-	-	-
01 E 005 760 000 728 360	Homeless Transportation	-	-	-	-
01 E 005 760 000 723 360	Special Ed Transportation	-	-	-	-
01 E 005 760 000 733 360	Field Trip Transportation	-	-	-	-
<b>Total Transportation</b>		<b>2,663.30</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>-</b>
<b>Health Supplies</b>					
01 E 005 720 000 000 401	Health Services - Sup/Mat Non-Instr.	-	1,000.00	1,000.00	-
<b>Total Health Supplies</b>		<b>-</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>-</b>
<b>Total Student Support Services</b>		<b>2,663.30</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>-</b>
<b>Operations and Maintenance</b>					
<b>Purchased Services</b>					
01 E 005 810 000 000 305	Operations and Maintenance - Cons/Fees for Serv	13,335.96	35,000.00	35,000.00	-
01 E 005 810 000 000 330	Operations and Maintenance - Utility Serv	1,441.52	18,000.00	18,000.00	-
01 E 005 810 000 000 350	Operations and Maintenance - Repair & Maint Serv	85.00	5,000.00	5,000.00	-
<b>Total Purchased Services</b>		<b>14,862.48</b>	<b>58,000.00</b>	<b>58,000.00</b>	<b>-</b>
<b>Building Lease</b>					
01 E 005 850 000 348 370	Capital Facilities - Oper. Rentals & Leases	72,996.00	220,090.19	227,760.00	7,669.81
<b>Total Building Lease</b>		<b>72,996.00</b>	<b>220,090.19</b>	<b>227,760.00</b>	<b>7,669.81</b>
<b>Supplies/Materials</b>					
01 E 005 810 000 000 401	Operations and Maintenance - N-Instr Supp/Matl	708.14	15,000.00	10,000.00	(5,000.00)
<b>Total Supplies/Materials</b>		<b>708.14</b>	<b>15,000.00</b>	<b>10,000.00</b>	<b>(5,000.00)</b>
<b>Equipment</b>					
01 E 005 810 000 000 530	Equipment - Playground	-	-	7,212.40	7,212.40
<b>Total Equipment</b>		<b>-</b>	<b>15,000.00</b>	<b>7,212.40</b>	<b>7,212.40</b>
<b>Total Operations and Maintenance</b>		<b>88,566.62</b>	<b>308,090.19</b>	<b>302,972.40</b>	<b>9,882.21</b>

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change
		164.00	156.00	(8.00)
	ADM			
	PPU	164.00	156.00	(8.00)
<b>Other Finance Uses</b>				
01 E 005 940 000 000 340	Insurance - Insurance	5,263.48	12,500.00	12,500.00
01 E 005 920 000 000 740	Interest and Loan Origination Fees	97.17	5,000.00	5,000.00
<b>Total Other Finance Uses</b>		<b>5,360.65</b>	<b>17,500.00</b>	<b>17,500.00</b>
<b>TOTAL EXPENDITURES</b>		<b>600,445.59</b>	<b>1,831,116.61</b>	<b>2,088,723.38</b>
<b>GENERAL FUND 01 - NET INCOME</b>		<b>156,572.53</b>	<b>78,376.95</b>	<b>29,023.34</b>
<b>GENERAL FUND 01 - NET INCOME</b>		<b>156,572.53</b>	<b>78,376.95</b>	<b>29,023.34</b>
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUES</b>				
<b>State Revenue</b>				
02 R 005 770 000 701 300	State - Lunch Revenue	469.37	7,000.00	1,400.00
<b>Total State Revenue</b>		<b>469.37</b>	<b>7,000.00</b>	<b>1,400.00</b>
<b>Federal Revenue</b>				
02 R 005 770 000 705 476	Federal Aid - Breakfast	6,988.57	-	21,000.00
02 R 005 770 000 701 471	Federal Aid - Regular Lunch	4,646.73	7,000.00	14,000.00
02 R 005 770 000 701 472	Federal Aid - Free/Reduced Lunch	16,212.20	28,000.00	48,000.00
<b>Total Federal Revenue</b>		<b>27,847.50</b>	<b>35,000.00</b>	<b>83,000.00</b>
<b>Other Local Revenue</b>				
02 R 005 770 000 701 601	Food Sales to Students	8,273.00	20,000.00	-
02 R 005 770 000 701 606	Food Sales to Adults	-	-	-
02 R 005 770 000 701 649	Transfer from Gen Fund	-	15,399.48	9,189.66
<b>Total Other Local Revenue</b>		<b>-</b>	<b>35,399.48</b>	<b>9,189.66</b>
<b>TOTAL REVENUES</b>		<b>28,316.87</b>	<b>77,399.48</b>	<b>93,589.66</b>
<b>TOTAL REVENUES</b>		<b>28,316.87</b>	<b>77,399.48</b>	<b>93,589.66</b>

**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change	
	ADM	164.00	156.00	(8.00)	
	PPU	164.00	156.00	(8.00)	
<b>EXPENDITURES</b>					
<b>Salaries and Wages</b>					
02 E 005 770 000 701 170	Lunch Support	7,772.50	34,650.00	22,440.00	(12,210.00)
<b>Total Salaries and Wages</b>		<b>7,772.50</b>	<b>34,650.00</b>	<b>22,440.00</b>	<b>(12,210.00)</b>
<b>Benefits</b>					
02 E 005 770 000 701 210	Lunch Support - FICA	594.61	2,650.73	1,716.66	(934.07)
02 E 005 770 000 701 214	Lunch Support - PERA	582.93	2,598.75	1,683.00	(915.75)
02 E 005 770 000 701 220	Lunch Support - Health	-	-	-	-
02 E 005 770 000 701 230	Lunch Support - Life	-	-	-	-
02 E 005 770 000 701 235	Lunch Support - Dental	-	-	-	-
02 E 005 770 000 701 240	Lunch Support - LTD	-	-	-	-
<b>Total Benefits</b>		<b>1,177.54</b>	<b>5,249.48</b>	<b>3,399.66</b>	<b>(1,849.82)</b>
<b>Purchases</b>					
02 E 005 770 000 701 305	Consult/Fees for Svs	450.00	2,500.00	-	(2,500.00)
<b>Total Purchases</b>		<b>450.00</b>	<b>2,500.00</b>	<b>-</b>	<b>(2,500.00)</b>
<b>Supplies/Materials</b>					
02 E 005 770 000 701 401	Supplies	555.65	-	1,750.00	1,750.00
02 E 005 770 000 701 490	Food - Lunch	10,897.65	35,000.00	33,000.00	(2,000.00)
02 E 005 770 000 705 490	Food - Breakfast	8,114.66	-	25,000.00	25,000.00
02 E 005 770 000 703 495	Milk	2,511.90	-	8,000.00	8,000.00
<b>Total Supplies/Materials</b>		<b>22,079.86</b>	<b>35,000.00</b>	<b>67,750.00</b>	<b>32,750.00</b>
<b>TOTAL EXPENDITURES</b>		<b>31,479.90</b>	<b>77,399.48</b>	<b>93,589.66</b>	<b>16,190.19</b>
<b>FOOD SERVICE FUND 02 - NET INCOME(LOSS)</b>		<b>(3,163.03)</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Three Rivers Montessori  
Budget Detail  
FY22 Revised Budget**

Description	YTD	FY22 Original Budget	FY22 Revised Budget	Change
	ADM	164.00	156.00	(8.00)
	PPU	164.00	156.00	(8.00)
<b>Community Service Fund 04</b>				
<b>Revenues</b>				
<b>Other Local Revenues</b>				
04 R 005 570 999 000 050	Tuition from Patrons - Preschool	-	-	-
04 R 005 570 000 000 050	Fees from Patrons - Before/After School	13,492.00	17,820.00	42,240.00
04 R 005 570 000 000 649	Interfund Transfer - Before/After School	-	-	-
<b>Total Other Local Revenues</b>		<b>13,492.00</b>	<b>17,820.00</b>	<b>42,240.00</b>
<b>TOTAL REVENUE</b>		<b>13,492.00</b>	<b>17,820.00</b>	<b>42,240.00</b>
<b>EXPENDITURES</b>				
<b>Salaries and Wages</b>				
04 E 005 570 000 000 170	Wages - Before/After/Pre	8,648.50	12,993.75	21,656.25
04 E 005 570 000 000 186	Other Salary - Before/After/Pre	-	-	-
<b>Total Salaries and Wages</b>		<b>8,648.50</b>	<b>12,993.75</b>	<b>21,656.25</b>
<b>Benefits</b>				
04 E 005 570 000 000 210	FICA / MEDICARE - Before/After/Pre	661.60	994.02	1,656.70
04 E 005 570 000 000 214	PERA - Before/After/Pre School	-	974.53	1,624.22
04 E 005 570 000 000 220	Health - Before/After/Pre School	-	-	-
<b>Total Benefits</b>		<b>661.60</b>	<b>1,968.55</b>	<b>3,280.92</b>
<b>Purchased Services</b>				
04 E 005 570 000 000 305	Purchased Services - Before/After School	-	2,000.00	-
<b>Total Purchased Services</b>		<b>-</b>	<b>2,000.00</b>	<b>-</b>
<b>Supplies</b>				
04 E 005 570 000 000 401	Supplies - Before/After School	-	857.70	-
<b>Total Supplies</b>		<b>-</b>	<b>857.70</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>9,310.10</b>	<b>17,820.00</b>	<b>24,937.17</b>
<b>FUND 04 - NET INCOME - COMMUNITY SERVICE</b>		<b>4,181.90</b>	<b>-</b>	<b>17,302.83</b>
<b>ALL FUNDS - NET INCOME(LOSS)</b>		<b>157,591.40</b>	<b>78,376.95</b>	<b>(38,550.78)</b>

<b>Beginning Fund Balance</b>	127,910.00	127,910.00
<b>Ending Fund Balance</b>	206,286.95	174,236.17
<b>Fund Balance % of General Fund Expenditures</b>	11.27%	8.34%



## TRM Attendance Policy

**Date Created: 11/5/21**

**Approved By: TRM Board of Directors**

**Date Approved: 11/26/21**

### PURPOSE OF POLICY

Three Rivers Montessori (TRM) believes that regular school attendance contributes to the academic success of students while setting a regular routine and allows for students to be present for important communication with teachers and peers. Regular attendance builds student confidence and responsibility.

Supporting regular student attendance is the work of the student, parent/guardian, teachers and school administrators. The following policy will assist families in determining what is or is not an excusable absence at TRM as well as attendance requirements.

### GENERAL STATEMENT OF POLICY

- I. Responsible parties for student attendance:
  - A. Responsibility of the parent/guardian: Parents and/or guardians have the responsibility to ensure their student attends school. It is also the responsibility of the parent to notify the school as soon as possible should the child be absent. TRM asks parents/guardians to work together with school administration in regards to any attendance issues to adequately support student's regular attendance.
  - B. Responsibility of the student: The student is responsible to attend all classes as scheduled and to complete any missed assignments in a timely fashion when possible by communicating with the classroom teacher (with assistance from the child's parent/guardian as necessary).
  - C. Responsibility of the teacher: Teachers are responsible for collecting daily attendance and reporting any absences or tardies to administration. Teachers will

also provide missed assignments and/or practice work for students that have notified the school of an absence. Teachers will work in conjunction with parents and guardians regarding absences to support student learning.

- D. School administration responsibilities: It is the responsibility of TRM administration to require students to attend classes unless otherwise excused according to this policy. School administration must also be familiar with all procedures regarding attendance and to apply the procedures uniformly to all students. School administration must have accurate attendance records for all students and communicate with families regarding absences while working on solutions.
- E. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 students are required to attend all assigned classes each day school is in session. The only exception would be an excusal by the TRM School Board because the student has completed state and school district standards necessary to graduate from high school, has withdrawn, or has a valid excuse for absence.

## II. Attendance Procedures

- A. Excused Absences. For a student to be considered for an excused absence TRM asks that the student's parent or legal guardian provide a written notice with a reason for the absence. If the child has a note from a physician or a licensed mental health professional stating that the student cannot attend school the child will be excused. This note must be provided if the child is absent for three consecutive days.
- B. The following reasons are acceptable for an excused absence:
  - The student is ill
  - A family member of the student is ill
  - Death or funeral of someone close to the student or student's family
  - Medical or counseling appointment
  - Religious observances
  - Physical emergency conditions such as fire, flood, storm, etc.
  - Vacation with family
  - Family emergencies
  - Mental health evaluations
  - Court appearances by family members or guardians
- C. Consequences of Excused Absences. If a student is excused from regular school attendance, the student is expected to make up any missed assignments if the student is mentally/physically well enough to do so. The teacher will provide the appropriate due date and extend the due date as appropriate if the child is ill.

D. Unexcused Absences. The following are absences that are typically marked unexcused:

- An absence by a student not approved by the student's parent/guardian
- An absence the parent did not communicate to TRM in accordance with these procedures
- Absences resulting from accumulated unexcused tardies. Three (3) tardies equal one (1) unexcused absence.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Any other absence not included under the attendance procedures set out in this policy: Parent/guardian errands/appointments, parents/guardians working from home, oversleeping, missing the bus, running late, and other incidents as determined by administration.

E. Consequences of Unexcused Absences.

1. Suspension. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota's statutes.
2. Student discipline for unexcused absences.
  - a) Work missed because of unexcused absence must be made up within the assigned time frame as provided by the child's primary teacher.
  - b) After three unexcused absences, TRM will notify the parent/guardian by email or phone and may refer the student to the appropriate Human Services Agency.
  - c) After such notification, the student or his/her parent or guardian may, within five (5) business days, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent/guardian to request such a conference.
3. Tardiness.
  - a) Students are expected to be in their assigned classroom at designated times. Failures to do so constitute tardiness.
  - b) Procedures for Reporting Tardiness:

- (1) A student is considered tardy if she/he arrives after the start of the school day until 9:00 a.m.
- (2) A student is considered absent for a half-day if he/she misses more than 60 minutes but less than 4 hours of the day.
- (3) A student is considered absent for a full day if he/she misses more than 4 hours of the day.

4. Excused Tardiness. Valid excuses for tardiness are:

- The student is ill
- A family member of the student is ill
- Death or funeral of someone close to the student or student's family
- Medical or counseling appointment
- Religious observances
- Physical emergency conditions such as fire, flood, storm, etc.
- Vacation with family
- Family emergencies
- Mental health evaluations
- Court appearances by family members or guardians

5. Unexcused Tardiness. Unexcused tardiness is failing to be in the classroom at the start of the school day without a valid excuse. Three (3) unexcused tardies equal one (1) unexcused absence. TRM will send an email home to the parents/guardians indicating three unexcused tardies have turned into one unexcused absence.

III. Dissemination of policy copies of this policy shall be made available to all students and parents on the TRM website: [threeriversmontessori.org](http://threeriversmontessori.org). This policy shall also be available upon request.

IV. Required Reporting

- A. Continuing Truant. Minn. Stat. § 260A.02 states that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.05 and is absent from instruction in a school, as defined in Minn. Stat. § 120.05, without valid excuse within a single school year for three (3) days if the child is in elementary school.
- B. Reporting Responsibility. When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
  1. The child is truant;

2. The parent/guardian should notify the school if there is a valid excuse for the child's absence;
3. That the parent/guardian is obligated to ensure a child's attendance at school pursuant to Minn. Stat. §120A.22. Parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
4. That this notification serves as the notification required by Minn. Stat. §120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent/guardian has the right to meet with appropriate TRM personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Ch. 260; 5
8. It is recommended that the parent/guardian accompany the child to school and attend classes with the child for one day.

- a) Habitual Truant. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school. TRM shall refer a habitual truant child and the child's parents or legal guardian to appropriate services and procedures as stated under Minn. Ch. 260A.

NOTE: The School Leader reserves the right to address student attendance at any time for any reason. Any attendance issues/concerns that arise and do not fit within the policy guidelines as stated above will be dealt with on a case by case basis, if deemed necessary by school administration.

## Overview

The Environmental Literacy Plan (ELP) must address how the school will implement its environmental education program (EE) and measure progress toward its contractual goals. The ELP must address how all students in the school will move along the awareness to action continuum toward becoming more environmentally literate. The school does not have to identify specific activities for all grade levels in each Indicator Area, but may choose to target activities in one or more Indicator Areas to a certain age group or grade. However, all grade levels the school serves must be identified in the ELP.

In each Indicator Area, the school must identify one or more strategies it will implement to achieve the goal, and how it will measure whether students are achieving or making progress toward the identified goal.

There are a variety of ways to track student growth in these areas. By far the biggest challenge is gathering the data. It must be a school-wide effort to implement evaluation tools and assessments, gather data, and report that data to the EE Coordinator, school leader, or other person identified in the school. OW will gather data about the school's progress toward its EE goals through a variety of tools, including the EE Survey and Annual Report.

The following pages contain an Environmental Literacy Plan template. Each section states the goal and requires the school to identify a strategy for implementation and an evaluation method for determining if the strategy effectively moved students toward the goal. You can think of the goal as a destination, a strategy as your road map for getting there, and the evaluation method as a compass to tell you if you're on track.

### **COLOR CODING BY CLASSROOM**

**K/1 ONLY: BIRCH, OAK, MAPLE**

**2ND/3RD ONLY: WILLOW, ASH**

**4TH-6TH ONLY: WALNUT**

**2ND-6TH: WILLOW, ASH, WALNUT**

**ALL CLASSES**



## Indicator Area 1: Awareness

*Students demonstrate an awareness of the relationship between the environment and human life and the diversity of life that shares the earth with humans.*

**Goal:** Students and staff at Three Rivers Montessori have the awareness, or are increasing their awareness, of the relationship between the environment and human life.

### Strategy 1.1

The 2nd/3rd Grade classrooms at TRM have materials and lessons devoted to the study of the variety of life on our planet as well as charts that illustrate the characteristics of biomes covering the earth's surface. Classroom materials include nomenclature cards for matching each biome with its characteristics as well as folders that include photographs of the land, flora and fauna of each biome. Folders also include photographs of people and how they live, work, dress and interact with the environment by utilizing resources unique to each biome. Students conduct in depth studies of each biome by writing reports and making drawings and maps to illustrate the diversity of life on earth.

### Evaluation method 1.1

Students are able to correctly identify each biome when asked to match nomenclature cards with photos and labels unique to each biome. This goal is measured by the ability of 90% of students in both 2nd/3rd Grade classrooms to correctly match all biome picture/informational cards to the card with the name of the biome (e.g. desert, tundra, etc.) when evaluated by the teacher.

### Strategy 1.2

All TRM students study the relationships between plants, animals and humans at varying degrees in the K/1, E1 and E2 classrooms. At the Kindergarten level students study how human beings and plants depend on each other by meeting each other's needs for oxygen and carbon dioxide. Children learn the parts of the plant and the function of each part as well as basic human needs. At the E1 level students explore how the earth provides natural resources used by humans such as wood, oil, coal and water which have been used for many years to provide warmth, electricity and transportation for humans. In the E2 classroom students explore more deeply the connection between humans and their environment as well as how these resources have been used throughout history for the advancement of civilizations. Students develop an appreciation for the ingenuity of their ancestors and a reverence for what the earth has provided.

### Evaluation method 1.2

At the K/1 level, 90% of students across three classrooms of K/1 students are able to correctly verbally identify and label the parts of the plant. To answer correctly, students will be able to say the part aloud to the teacher and place the correct label for each part.

## Indicator Area 2: Knowledge

*Students have knowledge of how natural systems function and how human systems interact with and depend on them.*

**Goal:** Students and staff at Three Rivers Montessori have the knowledge, or are increasing their knowledge, of human and natural systems and processes.

### Strategy 2.1

Students at TRM begin their study of natural systems during their Kindergarten year with their study of landforms. This involves matching nomenclature cards. These are three-part cards: One with the photo of the landform AND the label, one with just the photo and one with just the label. Students engage in hands-on manipulation of materials to create landforms out of clay or other materials. After concrete experiences with these materials, students are assessed for mastery. Students are asked to match the picture card of each landform with just the label for each landform studied.

### Evaluation method 2.1

Students in each K/1 class are able to correctly match landform nomenclature pictures and labels. Upon assessment, 90% of students will correctly match the all landform nomenclature picture cards to the name of the landform (e.g. peninsula, isthmus, etc.) to meet this goal.

### Strategy 2.2

Students in the 2nd/3rd classroom study the work of water on the earth. This begins by studying liquids (how liquids flow and how liquids take the shape of their container), then students study the parts of the river, how a river flows and finally construct their own model which illustrates erosion! Students label the parts and explain how erosion works by demonstrating layers of sediment with the model as a variety of colors of "sand" are washed down the river making deposits in the basin.

### Evaluation method 2.2

90% of 2nd/3rd Grade students can correctly identify the parts of the river as presented as well as explain the process of erosion when asked by the teacher.

## Indicator Area 3: Attitudes

*Students demonstrate respect and concern for the earth's health and the motivation to participate in environmental stewardship.*

**Goal:** Students and faculty at Three Rivers Montessori have an attitude, or are increasing their attitude of, appreciation and concern for the environment.

### Strategy 3.1

Students in all classrooms at TRM participate in school-wide recycling. Recycling bins exist throughout the school community and the school has an industrial outdoor recycling container emptied weekly. Children in the E2 (4th-6th) classroom have three bins to organize waste: Garbage, mixed recycling and compost (for the butterfly garden).

### Evaluation method 3.1

The E2 teacher will conduct observations to determine if students are able to sort recyclables with accuracy. The E2 students will be able to correctly sort garbage, mixed recyclables and compostable materials with at least 90% accuracy.

### Strategy 3.2

All TRM students use reusable water bottles for consuming water at school.

### Evaluation method 3.2

Each teacher will conduct observations on three occasions. The number of TRM students that have a water bottle from home in the classroom will be at least 90% of students (as a composite percentage).

## Indicator Area 4: Skills

*Students possess the skills needed to identify and critically analyze environmental issues, and to contribute to resolving the root of environmental challenges.*

**Goal:** Students and faculty at Three Rivers Montessori have or are increasing their problem solving and critical thinking skills as it relates to the environment and human life.

### Strategy 4.1

The E2 classroom conducts a unit with a focus on renewable energy. This includes dividing the classroom into groups that study solar energy, wind energy, hydropower, biomass, biofuel and geothermal energy. Groups then write opinion papers on the types of energy with a focus on usefulness, effectiveness and the impact on the environment.

### Evaluation method 4.1

## THREE RIVERS MONTESSORI 2021-22 Environmental Literacy Plan

Student papers and presentations are evaluated on the accuracy of information including examples of renewable energy sources that are current (within the last 10 years), as well as the ability to use critical thinking skills to analyze the effectiveness of renewable energy types. The critical thinking piece of the paper is evaluated by the students' ability to articulate how effective the renewable energy source has been in making a positive impact on the environment. Students will present their work to the class, upon which they are evaluated for clarity of the content presented as well as audience response. Students receive one point for each topic on a rubric for evaluation. The topics include: 1) The accuracy of the information; 2) Critical thinking skills used in analyzing the topic; 3) The completeness of information presented; 4) The visual appeal of the presentation and preparedness of the student for the presentation. 80% of students will achieve at least a 4 out of 5 on the rubric.

**See Exhibit A**

### **Strategy 4.2**

Students in 2nd-6th grade classrooms conduct an annual "Environmental Awareness Fair." The K/1 classroom and parents from each classroom are invited to tour the classrooms where students will present their projects. The students are divided into groups and will be asked to conduct research as well as develop a presentation/demonstration that illustrates issues affecting the health and longevity of the environment and what humans can do to help.

### **Evaluation method 4.2**

Students will be evaluated on a rubric that includes an overall understanding of the issue, the effectiveness of the presentation/demonstration and their ability to communicate to an audience. Students receive one point for each topic on a rubric for evaluation. 90% of students will receive at least a 4 out of 5 on the rubric for each point of performance/requirement.

**See Exhibit B**

## **Indicator Area 5: Action**

*Students have the capacity, or are increasing their capacity, to perceive and interpret the health of environmental and social systems and take appropriate action to maintain, restore, or improve the health of those systems.*

**Goal:** Students and staff at Three Rivers Montessori demonstrate the capacity, or are increasing their capacity, to work individually and collectively toward sustaining a healthy natural environment.

### **Strategy 5.1**

Three Rivers Montessori students will also make efforts to reuse and recycle items from their homes. 2nd-6th grade students will spend one week documenting recycling efforts at home by recording the approximate number of items recycled each day and items that were reused/repurposed at home. Teachers will present on how to appropriately recycle/repurpose items and also help students identify local recycling locations in their area if the child does not have

## THREE RIVERS MONTESSORI 2021-22 Environmental Literacy Plan

a recycling service at home. The teachers will collect the data at the end of the week and work with the students to determine results of their data.

### **Evaluation method 5.1**

90% of students across all classrooms will have recycled at least 20 items total as a classroom during the week and repurposed at least 5 items.

### **Strategy 5.2**

Children in 2nd-6th grade classrooms will participate in “going outs” as part of their preparation for the environmental fair. This may include physically going out to a variety of facilities or conducting Zoom meetings with professionals who study environmental issues. Children will be expected to prepare for these meetings by developing a list of questions to increase their knowledge of environmental issues as well as a detailed account of actions they can take to better support healthy interactions between humans and the environment.

### **Evaluation method 5.2**

100% of students in 2nd-6th grade will participate in a “going out” experience either in-person or virtually as part of their Environmental Awareness Fair project. Each student creates at least two relevant questions for the expert to address in the interview portion of the going out.

## **Reflection Questions: Equity in the EE Program**

1. What voices are being centered in the school’s EE program? What voices are currently missing in the EE program?

All students and staff are represented in the school’s EE program. All students in each classroom are active participants in meeting the goals of the ELP.

2. What unconscious biases have been present in the school’s EE programming that may have impacted students ability to engage and learn?

None are identified at this time. Potentially students with visual impairments - upon which teachers and TRM staff would work to modify materials accordingly as well as develop inclusive group activities.

3. How has the school’s EE program reinforced inequities in the past by not thinking deeper about unconscious biases and racial injustice in EE? What could you do differently to ensure the EE programs welcome and affirm all students?

To better ensure unconscious biases are addressed TRM can explore staff training centered around inclusivity within EE.

**Exhibit A**

**RENEWABLE ENERGY REPORT**

***1 = incomplete and dissatisfactory; 5 = complete and highly satisfactory***

The information presented in the report is accurate and sources are cited appropriately.

1                    2                    3                    4                    5

Critical thinking skills were used to analyze the topic.

1                    2                    3                    4                    5

The information is complete. The report has an introduction, body and conclusion.

1                    2                    3                    4                    5

The project and presentation are visually appealing.

1                    2                    3                    4                    5

All students participated and were prepared for the presentation.

1                    2                    3                    4                    5

**Exhibit B**

**TRM ENVIRONMENTAL FAIR RUBRIC**

*1 = incomplete and dissatisfactory; 5 = complete and highly satisfactory*

Students found interesting and complete information about the topic.

1                    2                    3                    4                    5

The presentation reflects accurate information.

1                    2                    3                    4                    5

All students participated in creating the visual presentation.

1                    2                    3                    4                    5

Students were appropriately prepared for the verbal explanation of the project and posters.

1                    2                    3                    4                    5

All students participated in the verbal presentation of the project.

1                    2                    3                    4                    5

Students engaged the audience and appropriately answered questions regarding the project.

1                    2                    3                    4                    5

**Osprey Wilds – Charter School Board Meeting Observation Form**

<b>School Name:</b> Three Rivers Montessori	<b>Scheduled Start Time:</b> 7 p.m.
<b>Date of Board Meeting:</b> 12.21.2021	<b>Actual Start Time:</b> 7 p.m.
<b>Type of Meeting (Regular, Special, Emergency):</b> Regular	<b>End Time:</b> 9:15 p.m.
<b>Observation by:</b> Nalani	
<b>Board member attendance:</b> 6 of 6 = 100%	<b>Ex-Officio Members present:</b> Rose and Jonna
<b>Others in attendance:</b> Liz	

A "YES" or "NO" below indicates whether or not the following were evident at the board meeting. Evaluation framework indicator areas are identified in the left column. O = Operations Performance Framework; F = Financial Performance Framework.

<b>Key Contractual Performance Areas</b>	<b>YES/NO</b>	<b>Notes</b>
<b>O.2.2</b> Academic Performance related to charter contract goals is reviewed and discussed.	No	OW expects the Board to address academic performance related to charter contract goals at least 4x/year.
<b>O.2.2</b> Environmental Education Performance related to charter contract Goals/Environmental Literacy Plan (ELP) is reviewed and discussed.	No	OW expects the Board to address EEP performance related to charter school's ELP at least 4x/year.
<b>F.1.1</b> The School's Financial Performance for the current school year, including current enrollment in relation to budgeted enrollment, is reviewed and discussed.	Yes	Budgeted/Actual Enrollment: 164/163 Currently the ADM is looking like 158, so a revised budget will be presented next month.
<b>O.2.1</b> Board training & development happens at the meeting or meaningful discussion/reflection occurs related to recent training attended by one or more board members.	No	OW expects the Board to engage in training and development regularly throughout the year.
<b>O.2.2</b> The meeting complies with MN §13D, Open Meeting Law. (See details below.)	No	Board packet is not available to the public.
<b>Compliance Elements - Evident at Each Meeting</b>	<b>YES/NO</b>	<b>Notes</b>
<b>O.2.2</b> MN §13D, Open Meeting Law Requirements:		
<b>O.2.2</b> Meeting time and place posted properly on school website and/or onsite at school. <i>MN §13D.04</i>	Yes	
<b>O.2.2</b> If meeting includes board member participation via interactive TV (e.g. Skype), it is done so consistent with MN Stat. 13D. The fact that someone will be participating via interactive TV is indicated on the agenda, including the location of the individual(s), and all board members can see and hear one another during the meeting. <i>MN §13D.02</i>	Yes	



<b>O.2.2</b>	A quorum is present when a the board meeting is convened and/or any item on the agenda is being considered. <i>MN §317A.235</i>	Yes	
<b>O.2.2</b>	One set of board materials is available for public inspection. <i>MN §13D.01 Subd. 6</i>	No	
<b>O.2.2</b>	If closed, meeting is closed in accordance with MN Stat. 13D: agenda and minutes show statutory authority to close the meeting, and minutes (either at this meeting or next) summarize actions taken during the closed meeting. <i>MN §13D.05</i>	N/A	
<b>O.2.2</b>	Actions taken by board, including description of any amendments, are clearly articulated. (Board members are clear what they are voting on.)	Yes	Though there was confusion regarding the motion to approve contracts. The chair shared Rose's on-screen, but not Jonna's, yet the motion apparently approved both at the same time...counter to the agenda that indicated they would be addressed separately.
<b>O.2.2</b>	It is clear who made motion and who seconded the motion.	Yes	
<b>O.2.2</b>	Result of the vote is articulated by the board chair, including number of votes for and against if other than unanimous.	Yes	
<b>O.2.2</b>	Performance Improvement Plan (if applicable) consistent with Exhibit S of the charter contract is reviewed and discussed.	NA	
<b>O.2.2</b>	Meeting follows approved agenda ( <i>if no, provide detail</i> ).	Yes	For the most part. The chair skipped over a couple items in order to pull up the documents in a timely fashion.
<b>O.2.2</b>	Board meeting packet includes all materials relevant to the meeting agenda. ( <i>Note any that were missing as appropriate</i> ).	No	The Board packet must be included on the website for review of guests. Simply sharing a screen denies the public full access to the information that the Board is reviewing.
<b>O.2.1</b>	Board composition complies with applicable law and school bylaws. <i>MN §124E.07 subd. 3(a)</i>	Yes	
<b>O.2.2</b>	Charter School Website Requirements:		
<b>O.6.3</b>	Directory information for members of the board of directors including affiliation (e.g. parent, teacher, community member) and contact information (phone and email). <i>MN §124E.07, subd. 8(b)</i>	No	The website does is not up to date to reflect the new Board member seated in November.

O.6.3	Minutes of meetings of the board of directors for at least one calendar year. <i>MN §124E.07, subd. 8(b)</i>	Yes	
O.6.3	Identifying and contact information for the school's authorizer. <i>MN §124E.07, subd. 8(b)</i>	Yes	
O.6.3	Committee meeting time, place, and access information posted properly. <i>MN §13D.04</i>	No	

**General Comments/Observations/Compliance Elements or Effective Practices Observed (e.g. Director Evaluation, Strategic Planning, Bylaw Changes, Policy Actions, etc.)**

\* A continuous improvement note: generally action items are not included in the "information" section of an agenda because the nature of an action item is that discussion is involved that will determine the appropriate action. These items should be placed in the "discussion" section.

\* Also for continuous improvement, action items should state "consider approval of..." or "approve/reject/amend..." To only use the word approve indicates it is a foregone conclusion that it will be approved, or that the Board has no other option but to approve.

**Required Follow-Up:**

\* Please submit the revised By-laws for OW review, as per the TRM-OW contract, Section 5.3, "In order to ensure consistency with the Contract and Applicable Law, updated Bylaws (as amended) must be forwarded to ACNW within 20 days for review and approval as appropriate."

\* Active Board committees must have their meeting time, place, and access information posted on the website and the minutes of those meetings must also be posted on the website.