

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday, November 16, 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 - 11/11/2021 | Placed on Website - 11/11/2021

I. CALL TO ORDER by Chairperson: Meeting called to order by Chris Castagneri at 7:03 pm.

II. ROLL CALL AND DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present: Hannah Scholten, Chris Castagneri, Lindsay Tilley, Troy Hanson, Amanda Johnston
2. Board Members Absent: Katherine Smith
3. Other Attendees: Rose Bringus, Jacob Bonde, Liz Frink, Jonna Duke, Debbie Hutton, Logan Eull, and Andrea Cuellar

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 Amanda. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)

V. CONSENT AGENDA

1. **ACTION ITEMS:**
 - a. APPROVAL OF TRM Regular Board Meeting Minutes 10/19/21
 - b. APPROVAL OF TRM Special Board Meeting Minutes 10/27/21

VI. INFORMATION ITEMS

1. Minnesota Comprehensive Assessments (MCA) Results presented by Jacob Bonde, Debbie Hutton, and Rose Bringus
MCA test results show that we are low in math, slightly below in reading, and meeting/above in science for the 2nd-6th grade test compared to the Elk River school district. Fall FASTBridge assessments show that about fifty percent of our students are meeting or exceeding in math and reading compared to the nation average. Currently, teachers have turned in their identified student intervention list and what interventions they plan on conducting over the next six weeks. Debbie Hutton is currently working with teachers to plan intervention and align them with Montessori materials and

- philosophy.
2. Approval of Policy
 - a. **ACTION ITEM:** Attendance Policy Motion to approve the attendance policy made by Hannah. Seconded by Amanda. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
 3. Enrollment Update Currently, 159 students are enrolled. Four students left due to moving to another town or state. There is another third grader that will be starting at the end of November.
 4. Building Update Railing was put in and outside landscaping areas have been getting work done.
 5. Playground Update Playground still looking to be placed this month to next month when available.

VII. REPORTS

1. Finance Committee
 - a. October Month End Financials See Financial Report for prior month's expenditures as prepared by Joe Alperito.
 - b. **ACTION ITEM:** Approve Prior Month Expenditures Motion to approve the prior month expenditures made by Troy. Seconded by Hannah. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
 - c. **ACTION ITEM:** Accept Prior Month Financial Report Motion to approve the prior month financial report made by Troy. Seconded by Hannah. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
 - d. Budget Discussion
 - e. **ACTION ITEM:** Credit Card per Auditor's Recommendation Motion to approve Jonna as the authorized credit card user made by Troy. Seconded by Amanda. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
 - f. **ACTION ITEM:** Renew Line of Credit Motion to increase the current line of credit from the Bank of Elk River to \$150,000 made by Lindsay. Seconded by Hannah. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
 - g. **ACTION ITEM:** Add additional Authorized Check Signer Jonna Duke, and Remove Rose Bringus Motion to approve Jonna Duke as a check signer at the Bank of Elk River and remove as a signer made by Troy. Seconded by Hannah. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
 - h. **ACTION ITEM:** Authorize Interim Jonna Duke to Act on Behalf of Three Rivers Montessori as Executive Director as stated in Policies until permanent is hired. Motion to approve Jonna Duke to act on behalf of Three Rivers Montessori made by Troy. Seconded by Amanda. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
2. Academic Excellence Committee
 - a. **ACTION ITEM:** Approve Committee Members Tabled to next regular board meeting

VIII. PUBLIC COMMENTS

Leah Studaker Leah expressed thanks to Rose for all her support and time committed this past year, and strongly encouraged that the board consider the knowledge of the director to come with regards to their Montessori and charter school knowledge.

IX. DISCUSSION ITEMS

1. Executive Director Interim and Hiring Update Currently receiving applicants. There are a couple of applicants that may fit our needs. Working on reviewing their background to see if they will be a good fit.

2. Classroom Aide Discussion Hannah expressed the need for the current classroom aid hours to be extended from the current 8 am -11 am to the normal classroom aid hours of 7:40 am - 3:30 pm. Financial committee will review the budget to see if there are funds available.
3. Remote Learning Update One student currently enrolled in remote learning
4. School Board Official Election Chris and Amanda currently on that committee. Looking to clarify the current policy and when board members would start their long term roles.
 - a. **ACTION ITEM:** Set Date Tabled to next board meeting
5. Consider New Board Member Application
 - a. **ACTION ITEM:** Approve Andrea Cuellar to TRM board Motion to approve Andrea Cuellar to the TRM board made by Troy. Seconded by Hannah. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)
6. Board Training
 - a. Opportunities
 - b. Required trainings for new board members should be done within the first six months of operation.

XI. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - December 21, 2021 7:00 p.m. Virtual Due to Covid
2. Agenda Items Request or Send to Board Chair

XII. ADJOURNMENT

Motion to adjourn the November 16th board meeting made by Hannah. Seconded by Amanda. Unanimous approval (Amanda, Lindsay, Troy, Chris, Andrea, and Hannah)

Board Approved: Motion to approve meeting minutes made by Amanda at the December 21, 2021 regular board meeting minutes. Seconded by Troy. Unanimous approval (Amanda, Lindsay, Troy, Chris, and Hannah)