**BOARD MEETING MINUTES**

TRM Agenda

*January 22, 2018 | 6pm*  | *Call to order*



# Next meeting:

**\*\*\*Monday February 26th, 2018| 6-8 at the Elk River Perkins\*\*\*\***

# Approval of Last Meeting Minutes

# The minutes need to be read from the Dec. 18th meeting and approved...Angela Motioned & Chris Second



# Board

1. Need new Secretary/Secretary

* Chris will post on the website/FB that we have an open position on the board for a Secretary. In the meantime Leah/Maritza are helping as much as possible.
* Treasurer will also be posted.

1. Board Training: David will attend next Months Board Meeting 2/26 and Give 45 min of Board Training at the end of Meeting.
   * Finance- Joe-2 Sessions; Sign-up on Doodle Poll in Feb.
   * Bylaws and Governance - Craig Kepler- Sign-up- Sending out Doodle Poll for Feb./March.
2. Board Manual Board Development Plan/ Binder- Maritza & Leah working on over the next few months.
3. Conflict of Interest waivers: Only Naveen’s is needed-Received.
4. Policies- Working session between Lisa/Leah/Angela
   * Board Handbook- Nepotism policy ; Student & Family Handbook; Staff Handbook- needs completing in 2/3mo.

Plan to complete- Angela will continue to compile the list of policies. 1/26. Leah and Angela will review the info.

and change them as needed. Ready for review 2/26. All to be done by 3/19.

* + Rocky- Hiring policies target completion ready for review at Feb. 26 Board meeting.
  + Approval of Director hiring policy and equal employment opportunity policy. Lisa motioned to approve, Angela seconds, all approved.

1. Governance Calendar- Draft is available, waiting on logo approval and school colors- Vote on at Special Meeting possibly.
2. Chris- Marketing Plan. Discussion & Plan/Vote. Check out Spark Video
   * Voting for logo: logo 3, add 2 more small trees, adjust the rivers to have more motion. School Colors- deep evergreen and Gold- Vote on at Special Meeting.
   * Naveen- suggested the pink tower addition- post on our Facebook page, school website, and maybe future t-shirts on the arm with logo on the front.
   * Email newsletter- Maritza can set up the newsletter and email contact list.
   * Angela- Motioned to approve, Lisa- seconds the motion, all approved to spend $122 for posters 50 copies, Business cards 500 $22, and brochures 100 copies $60.
   * Press release/News- 2 months after we get money and narrowed location.
   * Create application for enrollment.- Maritza will work on over the next two weeks.
   * Maritza- motioned for 4/21 Open house/Earth Day Celebration, Rocky seconds the motion. Chris to coordinate- Angel/Leah to help. Potential locations Kelley Farm, Library, Lion’s park, Library, Boys & Girls Club.
   * Montessori posting on website- Leah to check with Tina.
   * Website and email hosting- Need approval for website and host approval for $180.77. Includes Office 365 Email, website, software. Rocky motioned to approve, Angela seconds, all approved.

# Budget/Financing

* **FINANCING**- CSP Grant- Window for Application will be in Feb; Randi started the Grant Application
* Still waiting on the Non-profit Tax ID Number- Typical to wait 160-190 Days

Then we can get the Duns #, Register for CCR & UFARS Software ( Joe)

* **INSURANCE**: Errors and Omissions for Officers and Directors, cost, etc.- Assured Partners of MN
  + Naveen to get quotes for errors and omissions and basic insurance.
* **BALANCE**: Angela- Update on Acct. Balance, $760.00.
* Proposal to get corporate donor/partnership- Naveen is taking the lead.
* **BUDGET**:
  + The board has developed at least two contingency budgets. Lowest ops budget and target enrollment. Lead
  + Joe has this completed 3 scenarios for budget and staff cost projections. This is done, Rocky /Leah to send Maritza this or post in our to -do calendar.
  + Develop Cash flow plan: The board reviews and approves quality financial statements on a monthly basis, including income expenditure report, balance sheet, cash flow projections, receipt of donations and payment of bills. - Need to develop the Plan with Joe and present to Board for a Vote afterwards. Leah/Naveen/Rocky will work on this.



# Staff/Teachers

1. Develop hiring policies and procedures for Director and staff, Leah/Lisa prepare and Board will review.

* + - * Executive Director Search process- committee needs to select the attributes and interview questions. Chris motion to approve the policy- Angela seconds- all approve. Lisa to draft the attributes and interview questions for review for next month.
      * Equal opportunity policy- Maritza motion to approve this policy, Chris seconds motion, all approve.
      * Staff hiring procedures is drafted, will review in meeting next month (new employees, substitute employees. All asked to review the hiring procedures, be ready to approve for next month.
  + Develop job descriptions for persons in administrative, supervisory, or instructional leadership roles consistent with our goals. Rocky will do this for March 19th Board meeting.

1. MN Stat. 124E.12 Subd.2 Owner? confirm and need new target date?
   * The Board needs to finalize compensation plans for all staff and ensured they are reasonable: Benefit, vacation, unemployment, pension, leave, etc. Joe can present during Board Finance Training- Further discussion next Month.

3. Compliance and Reporting:

* + The school board has designated and submitted information to MDE regarding the Identified Official with Authority (IOwA) for the organization. Dave sending MDE website. New target date, when we hire the Director
  + Review codes/ordinances /regulations related to school facilities. Has this been reviewed? Rocky/Naveen will take charge of when we get to that point.
  + Consider Real Estate firm consult- Leah will just help find locations/make initial contacts for now.

4. Admissions and Enrollment: Maritza, Chris & Leah to work on over the next Month

* + Need the strategy on how to get 60 kids and implementation of this with and w/o money.
    - Marketing plan is done for getting the students we need with our current budget. Completed- Chris prepared- Attached plan
  + Discussion about number of classes we need/can have- then vote: Special Meeting



# New Business

* Rocky- Guest Ron Touchette- Possible Rental sites; Discussion- 3 possible sites- Ron didn’t make it.
  + Masonic Lodge- lower on the list of ideal facilities. Location is in Elk River – plenty of parking and gardening is possible.
* Angela called Hanke to see about renting facility space; Leah’s going in to talk with him/send proposal.
* The ACNW has a new New School Start-up Guide: Maritza has created a system to keep us on target
  + Weekly reminders; as you get things done, please report back to her so she can update the master
* Angela’s Spring Montessori Make & Takes/informational events at Hanke w/in the Community Ed.- Earth Day Event will take this activities place.
* Admissions and Enrollment-
  + Open enrollment timeline- March possibly, once its complete and we hold a Special Meeting to make final decisions
  + Lottery policy- Enrollment procedures- Sibling and Board preference policies need to be added to the website. By Feb. 2 – need application, policies. Lisa motioned to approve the open enrollment and process timeline, Rocky seconds, all approved. Maritza to send mass email (those who have subscribed to our website updates) application to apply for the enrollment after we have Special Mtg.
* Independent Contractor/ Hiring Randi to Do our CSP Grant; Table this for next month.



# Committee Needs/Proposals...

# **Committee Reports**

* Computer Update- Any new Data/ Logos/Website- Fundraising Link?
* Needs: Secretary and Treasurer- Chris will do.
* Applicants for teachers- application process- Rocky is working on.



# Announcements

**Enter Announcements**

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Facebook[https://www.facebook.com/threeriversmontessori/?hc\_ref=ARRC9ylFwypeK3oZN-lwVjCiaTOWDHEKgUK3VLjYQEquqR-r7zpPCSJ36lkbc6FEJfk&fref=nf](https://www.facebook.com/threeriversmontessori/?hc_ref=ARRC9ylFwypeK3oZN-lwVjCiaTOWDHEKgUK3VLjYQEquqR-r7zpPCSJ36lkbc6FEJfk&amp;fref=nf)

# Move March Meeting 1 week ahead due to Spring Break for ISD 728/Spring Break; March Board meeting on the 19th instead of the 26th. Lisa -Motioned, Angela seconds, all approve.



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# Motion to Adjourn...Lisa Motioned and Maritza seconds, all approved.