**Board Meeting Agenda**

TRM Agenda

*February 26, 2018 | 6pm* | *Call to order*

# Next meeting:

**\*\*\*Monday March 19th, 2018| 6-8 at the Elk River Perkins\*\*\*\***

# Approval of Last Meeting Minutes

The minutes need to be read from the Jan.22th, 2018 meeting and the Special Mtg. Feb.7, 2018 meeting.

# Board

1. Need Grant Writer: Ideas.
2. Board Training: David will do 45 min of training @ the end of meeting- March 19th.

* Finance - Joe - Schedule 2 Sessions, next month; Sign-up on Doodle Poll.
* Bylaws and Governance - Craig Kepler; Sign-up- Sending out Doodle Poll.

1. Board Manual Board Development Plan/ Binder- Maritza/Leah still working on.
2. Policies:

* Board Handbook- Nepotism policy/Employee/ Job Descriptions.
* Classroom Assistant/Teacher/Admin/Receptionist.

1. Governance Calendar-Maritza/Leah:
2. Chris- Marketing Plan/ Quick Overview/Products Purchased:
3. Email Newsletter. Waiting for building location until we address a Press Release.
4. Application for Enrollment- Completed. Plan?
5. Earth Day Celebration: Goal, Committee, Location, Date,Time, Activities.
6. We need a professional version of Microsoft Office with a Sharepoint for our Documents.

# Budget/Financing

1. **FINANCING**: CSP Grant- Window for Application will be soon? Looking for Grant Writer

2. Still waiting on the Non-profit Tax ID Number- Should have by BY Mid March

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

3. **INSURANCE**: Errors & Omissions: Assured Partners of MN; Insureon

4. **BALANCE:** Angela- Update on Acct. Balance:

5. Our proposal to get corporate donor/partnership- Naveen is taking lead.

6.  **BUDGET**

The board has developed at least two contingency budgets. Lowest ops. budget and target enrollment.

# Staff/Teachers

1. Employment Practices:

· Develop hiring policies and procedures for Director and staff.

· Develop job descriptions for persons in administrative, supervisory, or instructional leadership roles

consistent with our goals. Rocky completed, Approved on Feb. 7th at Special Meeting.

2. MN Stat. 124E.12 Subd.2: Need new target date?

· The Board has finalized compensation plans for all staff and ensured they are reasonable: Benefit, vacation,unemployment, pension, etc. Owners? New target date?

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.

· Review codes/ordinances /regulations related to school facilities.Rocky/ Naveen know requirements.

4. Special Meeting Feb. 7th: Admissions and Enrollment:

· Need the exact strategy on how to get 60 kids and implementation of this with and w/o CSP Grant.

# New Business

1. Rocky- Guest Ron Touchette- Possible Rental sites; Discussion- 3 possible sites: No space available at Handke/Checked out 9000 Quantrelle Building
2. Admissions and Enrollment, when to proceed.
3. Independent Contractor/ Hiring to Do our CSP Grant or do it ourselves.
4. Leah & Joe are meeting Karl Jentoft, Principal-TenSquare, LLC this Tues to gather info for help w/site.
5. Grants: Farm to School Grant/ Three Rivers Foundation/

# Committee Needs/Proposals...

1. Committee reports:
2. Computer Update- Any new Data/ Logos/Website- Fundraising Link?
3. Needs: Permanent Grant Writer- Please post on Website and facebook
4. Fundraising Committee: We need lots of Volunteers for our Supporters for the April Earth Day Event
5. Training: Dept. of Ed Bootcamp for Charter School Start-ups: Leah Attended Feb 15; Next one is March 12th.Who wants to go?

# Announcements

\*\*\*Enter Announcements: Need lots more actions- Invite Family and Friends to Like our Page\*\*\*

* Like us on Facebook [https://www.facebook.com/threeriversmontessori/](https://www.facebook.com/threeriversmontessori/?hc_ref=ARRC9ylFwypeK3oZN-lwVjCiaTOWDHEKgUK3VLjYQEquqR-r7zpPCSJ36lkbc6FEJfk&fref=nf)
* Move March Meeting 1 week ahead due to Spring Break for ISD 728/Spring Break;
* Telephone Conference Check-in with David ACNW Wed. March 7th:ER Library: 5:00pm
* CHARTER SCHOOL DAY @ THE CAPITOL WEDNESDAY, MARCH 7, 2018: Leah is Attending, Who else is coming?

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