

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday, April 19, 2022 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 - 4/14/2022 | Placed on Website - 4/14/2022

I. CALL TO ORDER by Chairperson: Meeting called to order by Chris Castigneri at 7:05 pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Shanny Snyder, Amanda Johnson, Chris Castigneri, Lindsay Tilley, Sara Maravelas, and Hannah Scholten
2. Board Members Absent:
3. Other Attendees: Debbie Hutton, Jonna Duke, Liz Frink, Abbie Eilrich, Angela Johnson, Nalani McCutcheon, and Tim

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 Motion made to approve tonight's agenda with additional hire approvals made by Hannah. Seconded by Shanny. Unanimous approval (Shanny, Sara, Chris, Hannah, Amanda, and Lindsay)

V. CONSENT AGENDA

2. **ACTION ITEMS:**
 - a. APPROVAL: TRM Regular Board Meeting Minutes 3/15/22 Motion made by Hannah. Seconded by Shanny. Unanimous approval (Shanny, Sara, Chris, Hannah, Amanda, and Lindsay)
 - b. APPROVAL: Laura Gaustad-K-1 Teacher Motion made by Shanny to approve the salary pay for Laura. Seconded by Lindsay. Unanimous approval (Shanny, Chris, Hannah, Sara, Amanda, and Lindsay)
 - c. APPROVAL: Cassie Zezulka-Administrative Assistant Motion made to approve the salary pay for Cassie. Seconded by Shanny. Unanimous approval (Shanny, Chris, Hannah, Sara, Amanda, and Lindsay)

VI. INFORMATION ITEMS

1. Enrollment Update Enrollment for this year is now closed. Numbers will stay constant unless a student leaves.
2. Sped Update Designs for Learning has been continuing to help build our program. The number of students receiving special education services is increasing. We will need to consider the addition of one to two more special education classrooms.
3. Teacher Changes Michele Robinson was replaced with Laura Gaustad as the new lead K-1 teacher. Kelsie Hargraves has gone on maternity leave and replaced with a long term substitute for the rest of the year.
4. Building Update There is a leak in the ruff from prior construction. Looking to get this fixed with available funds. However, we are trying to get the costs covered with the funds allotted. Getting estimates from multiple sources before choosing a company.
5. MCA's Started this week. This will be for the third through sixth grade for math and reading. Fifth grade will be the only group taking the science test. Testing will occur throughout the coming month.

VII. REPORTS

1. Finance Committee
 - a. March Month End Financials (Available Monday, May 18, 2022 after committee meeting) Joe was not able to attend this month's meeting. Looking to prepare the budget for next year and get that approved by next month's board meeting. Finances are currently on track as per previous budgets and projection.
 - i. **ACTION ITEM:** Approve Prior Month Expenditures Motion made by Amnanda. Seconded by Shanny. Unanimous approval (Shanny, Sara, Chris, Hannah, Amanda, and Lindsay)
 - ii. **ACTION ITEM:** Accept Prior Month Financial Report Motion made by Amanda. Seconded by Lindsay. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)
 - b. Lease Aid
 - c. Budget Suggestions made to add an additional approval to future meetings for fundraisers.

VIII. PUBLIC COMMENTS

IX. DISCUSSION ITEMS

1. 22-23 Enrollment waitlist
 - a. If we have 1st graders drop, will we offer the seats to kindergarteners to align the numbers with our goals for each grade?
 - b. **ACTION ITEM:** Approve Waitlist Process Motion made by Hannah to reflect enrollment process update to when an abundance of students in a grade level exists, waitlist students will be expected to meet the ideal class sizes. Seconded by Shanny. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)
2. Executive Director Hiring Update
 - a. 2nd Round Interviews Second round interviews have occurred. Committee is in the process of bringing forward two ideal candidates.
 - b. Hiring Authorization Salaries compared to that of other school districts to find the maximum salary we are able to offer of \$95,000.
 - c. **ACTION ITEM:** Method of Hiring Motion made by Hannah to authorize Chris Castigneri to negotiate the offer of director including a salary of up to \$95,000 with benefits to the candidate of the agreed upon committee selection. Seconded by Sara. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)

3. New Services Contract **Needing to switch financial services to a new company due to the previous company's capacity of clients. Looking to approve using Designs for Learning for our financial needs. Quite a bit more expensive to pay for the financial services from Designs for Learning. Contract is flexible within ninety days of signing. Looking to future directors to help with our financial needs.**
 - a. Designs for Learning
 - i. HR Help with offer letter and policies
 - ii. Special Education Establishing and coordinating our special education team
 - iii. Financial Services
 - b. **ACTION ITEM:** Approve Parts or All of Contract Motion made to continue with Designs for Learning for special education services and add financial services as presented in the contract. Second by Shanny. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)
4. Montessori Certifications
 - a. Determine if we require that teachers have or obtain their certification as part of their hiring agreements. Teachers will need to be certified by an academic excellence committee approved program or be enrolled in one in order for a position to be offered.
 - b. Finance committee advisory on teacher pay Conversation about finance committee meeting next week to determine benefits and salary offers for candidates.
 - c. **ACTION ITEM:** Consider Approving the Requirement Motion made by Hannah to require Montessori certification or enrollment in a Montessori approved training course for lead teacher in offer letter. Seconded by Shanny. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)
5. Consider Addition of Angie Johnson to TRM Board of Directors
 - a. **ACTION ITEM:** Approve Appointment of Angie Johnson Motion made by Lindsay. Seconded by Amanda. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)
6. School Board Official Election Update Conversation about election process and letting Chris know if board members would like to be on the board for next year.
 - a. **ACTION ITEM:** Process Approval Tabled to future meeting.
7. Playground Fundraising
 - a. Done by a designated subcommittee? Tabled to future meetings.
 - b. **ACTION ITEM:** Designate Committee
8. Summer Extended Care Program Program would run from 6 am till 6 pm. We have staff members that would be willing to take on these positions over the summer.
 - a. Addition of a summer care program
 - b. Student Count overview
 - i. Max of 39 students per day
 - ii. 13 students for five full days per week
 - iii. eight students for 1-4 full days per week
 - iv. 16 - 18 students for part-time hours and part-time days per week
 - c. Field Trips
 - i. 38 students interested in field trips
 - d. Food
 - i. Snacks provided by the program
 - ii. Lunches provided by families
 - e. Summer School
 - i. At this time, TRM does not have a teacher to perform summer school.
 - f. **ACTION ITEM:** Consider Program Approval Motion made by Hannah to approve the establishment of the extended summer care program. Seconded by Lindsay. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)
9. Board Training
 - a. New Board Member Training
 - b. MN Charter Board Training Website
 - i. <https://www.smores.com/6m7k4-mn-charter-board-training-website?ref=em>

XI. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - May 17, 2022 7:00 p.m. Virtual Due to Covid
2. Agenda Items Request or Send to Board Chair

XII. ADJOURNMENT

1. Motion made to adjourn tonight's meeting made by Shanny. Seconded by Lindsay. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)

Board Approved: Board approved meeting minutes during the May regular board meeting. Motion made to approve meeting minutes made by Hannah. Seconded by Amanda. Unanimous approval (Shanny, Chris, Hannah, Amanda, Sara, and Lindsay)