

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday, May 17, 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 - 5/12/2022 | Placed on Website - 5/12/2022

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, Angie Johnson and Hannah Scholten
2. Board Members Absent:
3. Other Attendees: Angie Johnson, Tim Elrich, Jonna Duke, Joe Alperito, and Debbie Hutton

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 made by Amanda, Seconded by Shanny. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)

V. CONSENT AGENDA

2. **ACTION ITEMS:**
 - a. APPROVAL: TRM Regular Board Meeting Minutes 4/19/15/22
 - i. Amend (from hiring contract to offer letter under the action item for Montessori certification) Motion to amend 4/19/22 board document from hiring contracts to offer letter under Montessori certification made by Hannah. Seconded by Shanny. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
 - b. APPROVAL: TRM Special Board Meeting Minutes 5/5/15/22
3. New Hire Approvals

VI. INFORMATION ITEMS

1. Enrollment Update Two students have dropped. 170 students have been enrolled for next year.
2. Sped Update No updates to report. May need to add an additional special education teacher to next year's staff (from two to three)
3. Building Update Roof is no longer leaking. Looking into replacements and further repairs for the ruff. Looking into a couple of companies and getting interior damage fixed sometime between the next two weeks and the middle of next month.
4. Playground Update \$7,000 of the fundraising budget playground updates. Playground has been leveled, a tube has been put in, and a majority of the trees have been removed. Next phase will include planting trees in between the highway and the playground.
5. MCA's All MCA Testing is done for all grades (3rd through 6th grade). Results to be discussed in August.
6. Designs for Learning Financial Services Transfer Going to transfer services from Joe Alperito to Designs for learning. Contract with Joe will be done as of the end of this month.
7. Summer Programs Summer program will consist of two teachers and about 40 teachers. The program will run from 6:30 am till 6pm. Program will run for three weeks. Monday through Wednesday academics with Thursday for field trip days. Grant money is being used to pay. EYS Program will also be offered for students who are needing special education.

VII. REPORTS

1. Finance Committee
 - a. April Month End Financials Above budget with the number of students currently enrolled. Currently have money owed to us from the state. This will get paid back next school year around August, September, or October. Currently raised more than double the amount projected at \$11,000. Still have free and reduced lunch available to pay for lunch services.
 - i. **ACTION ITEM:** Approve Prior Month Expenditures Motion to approve the prior month's expenditures made by Lindsay. Seconded by Shanny. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
 - ii. **ACTION ITEM:** Accept Prior Month Financial Report Lindsay, Shanny
 - b. Lease Aid Start applying for lease aid for next year.
 - c. Budget 2022-2023 School Year CSP grant will no longer be available after June 30th. We are trying to purchase as many items as possible before that date. Projected to need around 173 students to accommodate for the lease aid, wages, etc. Budget is still being finalized.
2. Governance Committee
 - a. School Board Election Results Chris, Shanny, Tim, Angie, Sara, Lindsay, and Angie.
 - b. **ACTION ITEM:** Accept Results Motion made to accept the board election results made by Hannah. Seconded by Shanny. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
3. Development Committee Report

VIII. PUBLIC COMMENTS

IX. DISCUSSION ITEMS

1. Designate Corporate Officers for 2022-2023 (July 1, 2022)
 - a. Chair Chris Castigneri to be Chair for the next year.

- i. **ACTION ITEM:** Accept Position for Chair. Motion made by Shanny to elect Chris as Board Chair. Seconded by Angie. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
 - b. Vice Chair No volunteers at this time.
 - c. Treasurer Tim has volunteered to fill this role.
 - i. **ACTION ITEM:** Accept Position for Treasurer Motion to approve Tim as the Treasurer made by Hannah. Seconded by Lindsay. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
 - d. Secretary Sara to be Secretary
 - i. **ACTION ITEM:** Accept Position for Secretary Motion to approve Sara as the Secretary made by Shanny. Seconded by Lindsay. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
- 2. Executive Director Hiring Update
 - a. Candidates status The hiring committee has chosen a candidate to bring to the board. This candidate brings with them multiple years of charter school experience, has been a teacher for several years, has held a leadership role at a charter school for several years, and has shown willingness to get training in Montessori philosophy.
 - b. Authorization Amount The hiring committee and a HR representative from Designs for Learning have reached out to see what the candidate is looking for as a salary and benefits. Candidate has said that they are looking for a \$120,000 salary with increased paid time off days, but no health or dental insurance. Discussion around salary and benefits and long term financial planning. Board talking to the finance committee about the money saved from not paying for health or dental insurance. Discussion around candidates skills in school development and expansion. Board decided that the candidate would need to receive training for the Montessori method that would be taken out of their salary.
 - i. **ACTION ITEM:** Approve Motion to approve executive director salary, benefits, and conditions made by Amanda. Seconded by Angie. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
- 3. School Calendar 2022-2023
 - a. Proposed calendar Calendar for the 2022-2023 school year has been finalized. See board folder for attached calendar. Major changes include more teacher prep days during the school year.
 - b. **ACTION ITEM:** Approve Approval of 2022-2023 school calendar made by Hannah. Seconded by Shanny. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
- 4. Food Service 2022-2023
 - a. Contract Renewal at 7.7% increase or bid for a new food service vendor. Concerns about the current contractor include: late arrival, limited options or vegetarian options, incorrect meal options, and shortage of meals. New contractor has not been selected at this time. Interim director will search and bring a new option to the board.
 - b. **ACTION ITEM:** Approve Motion to end current contract with food vendor made by Shanny. Seconded by Lindsay. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, Angie, and Hannah)
- 5. Montessori Certifications & Training Debbie Hutton has found multiple accredited programs for untrained staff including programs for special education teachers and executive director. The goal is to have all teachers enrolled in a program before the start of the coming school year.
- 6. Monthly Board Meeting Day & Time for Next Year Consideration of board time and meeting location for next year to be in person and at an earlier time.
- 7. Board Training Reminder of trainings that need to be completed by all new board members.

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - June 21, 2022 7:00 p.m. Virtual Due to Covid
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

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

Board Approved: Motion made during the June 21st board meeting by Shanny to approve the May 17th board meeting minutes. Seconded by Amanda. Unanimous approval (Shanny, Amanda, Chris, Lindsay, Sara, and Angie)