

THREE RIVERS MONTESSORI CHARTER SCHOOL

Special Board Meeting Minutes

Monday, July 11, 2022 at 6:00 p.m.

Zoom Meeting - Due to COVID

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQQT09>

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 - 7/08/2022 | Placed on Website - 07/08/2022

I. CALL TO ORDER by Chairperson: Meeting called to order by Chris Castigneri at 6:01

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Shanny Snyder, Sara Maravelas, Chris Castigneri, Amanda Johnston, Lindsay Tilley, Tim Eilrich
2. Board Members Absent: Angie Johnson
3. Other Attendees: Antonio

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:

1. APPROVAL: Tonight's Meeting Agenda Motion made to approve agenda made by Lindsay. Seconded by Amanda. Unanimous approval (Shanny, Sara, Chris, Amanda, Lindsay, Tim)
2. APPROVAL: Approve the new Executive Director, Antonio Kuklok as designated loWa effective immediately Motion made to approve Antonio Kuklok as designated loWa made by Angie. Seconded by __. Unanimous approval (Shanny, Sara, Amanda, Lindsay, Tim, Chris)
3. APPROVAL: Authorize new Executive Director, Antonio Kuklok as administrator on bank account Motion made to approve Antonio Kuklok as administrator on bank account made by Shanny. Seconded by Tim. Unanimous approval (Shanny, Sara, Amanda, Lindsay, Tim, Chris)
4. APPROVAL: Authorize new Treasurer Tim Eilrich as a bank approvals/signer Motion made to approve Tim Eilrich as bank approval/signer made by Lindsay. Seconded by Amanda. Unanimous approval (Shanny, Sara, Amanda, Lindsay, Tim, Chris)
5. APPROVAL: Authorize new Executive Director, Antonio Kuklok as a bank approvals/signer Motion made to approve Antonio Kuklok as bank approval/signer made by Tim. Seconded by Shanny. Unanimous approval (Shanny, Sara, Amanda, Lindsay, Tim, Chris)
6. APPROVAL: To go out for bid for food service vendors Motion made to go out for bid for food vendors made by Tim. Seconded by Shanny. Unanimous approval

(Shanny, Sara, Amanda, Lindsay, Tim, Chris)

V. PUBLIC COMMENTS

VI. DISCUSSION ITEMS

1. Onboarding Bergan KDV to implement KPay which will automate time off (PTO) requests and hourly staff clocking in and out PTO and time sheets are currently being done pen and paper using spreadsheets. Concern about losing money and office manager spending a lot of time tracking everything manually. Consider an automated system for time cards and PTO. The system will track everything and Antonio will oversee. \$3,645 dollars for the first year. \$3,120 for following years. System would help with employee confidentiality. Antonio has had a good experience with this company.

VII. ADJOURNMENT

1. Motion made to adjourn at 6:34 made by Amanda. Seconded by Lindsay. Unanimous approval (Shanny, Sara, Amanda, Lindsay, Tim, Chris)

Board Approved: Motion made to approve 07/11/2022 Meeting Minutes made by Tim. Seconded by Shanny. Unanimous approval (Shanny Snyder, Tim Eilrich, Sarah Maravelas, Lindsay Tilley and Chris Castigneri)