

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Minutes

Tuesday September 21, 2021 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 - 9/16/2021 | Placed on Website - 9/16/2021

**I. CALL TO ORDER** by Chairperson: Meeting called to order by Chris Castagneri at 7:01 pm.

## **II. ROLL CALL AND DECLARATIONS OF CONFLICT OF INTEREST**

1. Board Members Present: Hannah Scholten, Chris Castagneri, Troy Hanson, Kathryn Smith, and Jaclyn Jones
2. Board Members Absent:
3. Other Attendees: Rose Bringus, Justin Nilson, Lindsay Tilley, Chelsey Fischer, Joe Aliperto, Nalloni McCoucheon and Abbie Eilrich

## **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** Motion to approve agenda made by Hannah, seconded by Kat. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL OF TRM Regular Board Meeting Minutes 8/17/21
  - b. APPROVAL OF TRM Special Board Meeting Minutes 8/25/21
  - c. APPROVAL OF TRM Special Board Meeting Minutes 9/1/21

## **VI. INFORMATION ITEMS**

1. Yearly Audit Report from Abdo Audit result includes the need to remove the previous director as an authorized signer and create policies to ensure any similar issues do not occur. Recommended switch from using a debit card for a majority of purchases to a more recoverable option. Also to include procedures such as a prior approved purchase list before transactions are made. Good spending trend of around \$12,000 per student per year with an average of \$13,000-\$15,000 per student in most schools. Ended the previous year with a 12% fund balance. The majority of the spending that occurred last year was for salaries.

2. Approval
  1. **ACTION ITEM:** Approve Jacob Bonde Data Specialist Motion to approve made by Hannah, seconded by Kat. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)
3. Approval
  1. **ACTION ITEM:** Approve acceptance of SHIP grant award Motion to approve agenda made by Kat, seconded by Troy. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)
4. Enrollment Update Enrollment at 167 with a budget currently set at 164. Currently looking to fill seats in 6th and 1st.
5. Building Update & Transportation 11th and 13th of October as a projected end date for stair and front lot completion. Looking to obtain the certificate of occupancy by the 24th of October. Continuing to work on transportation procedures.
6. Playground Update A \$34,000 construction project set to be instilled in mid November.
7. WBWF (World's Best Workforce)
  1. Board approval in October for OW due date of 11/1/21, Due to MDE 12/15/21
8. COVID testing grant availability Testing program offered for in house Covid-19 testing.
9. Before and After Care enrollment Currently have an attendance of less than ten students for the morning and an attendance of twenty-three students for the afternoon. Looking to hire an additional staff member to cover any care providers who may be absent.

## **VII. REPORTS**

1. Finance Committee
  - a. August Month End Financials Protected fund balance of 10.5%.
  - b. **ACTION ITEM:** Approve Prior Month Expenditures Motion to approve the prior month's expenditures made by Kat. Seconded by Hannah. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)
  - c. **ACTION ITEM:** Accept Prior Month Financial Report Motion to accept the prior month's financial report made by Troy. Seconded by Hannah. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)
  - d. **ACTION ITEM:** Motion to approval of 2021 audi report made by Chris. Seconded by Troy. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)
2. Academic Excellence Committee
  - a. Testing Update Working on creating a presentation to show the results of the spring 2021 MCA testing for the October board meeting.

## **VIII. PUBLIC COMMENTS**

No requests at the time of agenda posting.

## **IX. DISCUSSION ITEMS**

1. Prospective Board Member Lindsay Tilley
  - a. **ACTION ITEM:** Approve New Board Member Motion to approve Lindsay Tilley as a TRM board member made by Hannah. Seconded by Jacklyn. Unanimous approval (Troy, Jacklyn, Kat, Chris, and Hannah)
2. Executive Director Review Process Approval Document created to help with the evaluation process throughout the year and a survey created to send out to staff and board members in October. Motion to approve the executive director review process made by Hannah. Seconded by Jacklyn. Unanimous approval (Troy, Jacklyn, Kat, Chris, Lindsay, and Hannah)
  - a. **ACTION ITEM:** Approve Process & Documents

## **XI. REVIEW OF NEXT MEETING AGENDA**

1. Date, Time, Location of Next Regular Board Meeting - October 19th, 2021 7:00 p.m.
2. Agenda Items Request or Send to Board Chair

## **XII. ADJOURNMENT**

1. Motion to adjure the 09/21/2021 meeting made by Hannah. Seconded by Chris. Unanimous approval (Troy, Jacklyn, Kat, Chris, Lindsay, and Hannah)

Board Approved: Approval of the 09/21/2021 board meeting minutes made by Hannah at the October 19, 2021 board meeting. Seconded by Lindsay. Unanimous Approval (Lindsay, Jacklyn, Kat, Chris, Amanda, and Hannah).