

# THREE RIVERS MONTESSORI CHARTER SCHOOL

## Regular Meeting Minutes

Tues., April 21st, 2020 at 7:00 p.m.

Zoom Virtual Meeting

**I. CALL TO ORDER** was made by Chairperson Leah Studaker at 7:06 p.m.

### II. ROLL CALL

a. Board members present:

Troy Hanson, Lisa Andrican, Carlo Galeazzi, Leah Studaker, Chris Castagneri

b. Board members absent: None

c. Other attendees: Therese Zadnik Klecker, Erin Anderson, Joe Aliperto

### III. REVIEW OF TRM MISSION & VISION STATEMENTS

*Mission: "Empowering students to reach their full potential through authentic Montessori learning"*

*Vision: Through the Montessori method of education and rich outdoor experiential education, Three Rivers Montessori School educates students to be curious and reflective, skilled and creative, empathetic and compassionate.*

### IV. APPROVAL OF MEETING AGENDA

Items to be added:

- **Approval for the Building Inspection to begin.** Motion is to authorize Carlo and Leah to sign off on the commercial inspection proposal made by Troy, Second by Lisa, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).
- **Approval for the Building's Appraisal- \$5-\$8K** Troy moves to authorize Leah and Carlo to move forward and sign off on the appraisal expenses up to \$8,000, Lisa Second, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).
- **Approval New Pre-development Cost Analysis due to quick build out- \$70-\$80k; Total thru Construction** Motion is to increase the approval amount for Carlo and Leah, for pre development expenses should they arise up to \$62,500 made by Carlo, Second by Lisa, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).
- **Equal Opportunity Education Policy**
- **Recording Closed Meeting Policy**

Motion Made to add agenda items above in red by Carlo , second by Lisa, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).

**V. DECLARATION OF CONFLICTS:** NO conflicts declared by Troy Hanson, Lisa Andrican, Carlo Galeazzi, Troy Hanson, Leah Studaker, Chris Castagneri

### VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES:

a. March 17th, 2020 Special Meeting Minutes

Motion made to correct the authorization to Board of Director Minutes title and approve the minutes by Lisa, Second Carlo, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).

b. April 15th, 2020 Meeting Minutes -Moved to May meeting

## VII. COMMUNITY COMMENTS

## VIII. FINANCIAL REPORT

a. March Financial Report= **Board Reviewed Report 4-21-20 @ Finance Meeting**

i. Checking = **\$7,867.**

ii. Savings = **\$7,875.**

Troy reviewed budget, Joe gave a presentation regarding discussion from the finance committee earlier today.

b. Enrollment Numbers

i. Full enrollment Numbers = 89 (Full Enrollment PKTS)

ii. Waitlist = 11

Marketing will start soon to increase numbers to around 100.

c. Review of Bills = Completed

d. Donations = **Vikings Big box of footballs, Flag Football Donation- Thank you Letter**

e. Need ACNW Letter of Approval for Budget: TBD

## IX. ENVIRONMENTAL EDUCATION as RELATED TO CONTRACTED GOALS/ ACNW NEWS

a. Need to start working with Master Gardener/alike to help plan program; Adopt a Park/Gardens/Recycling Discussion on how to start some programs, Elder Grow discussed, rain garden with a grant. Board members to follow up with ideas.

## X. ACADEMIC PLAN AS RELATED TO CONTRACTED GOALS

a. Lead Teacher to begin Scope & Sequence work along with Educational Excellence Committee  
[Leah Reviewed](#)

b. Outdoor gardening idea for families after Building Purchase, June 10th (if allowed w/Corona)  
[Leah Reviewed](#)

## XI. STRATEGIC PLANNING & GOAL SETTING

a. Ideas to cut costs in our plan [Leah Reviewed](#)

b. Review the final Yale Building layout/design plan; **Lease to be done in a few days, then review** [Leah Reviewed](#)

c. Review the latest Yale Building process & costs; Great Project Schedule, Closing June 10th, 2020 [Leah Reviewed](#)

d. CUP Process Status [Leah gave an update on this process](#)

e. Marketing process to ensure 50+ student waitlist at least.

**F. Start-up**

- **Busing - 8:15 - 2:55 (approx); most likely bus transfer at Middle School** [Leah & Therese Reviewed](#)

- **Before After Care to begin work on- Times & Cost & Staff Needs** [Leah & Therese Reviewed](#)

## XII. NEW BUSINESS

a. Equal Education Opportunity Policy

Therese Reviewed, Troy made the motion to approve the equal Educational Opportunity policy as presented, Chris second, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).

b. Recording Closed Meeting Policy

Leah Reviewed, Carlo made the motion to approve the Recording Closed Meeting Policy as presented, Chris second, Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).

c. TRM Interactive Meeting Policy Postponed until next meeting.

d. Review state of hiring Teachers Therese updated, interviewed some teachers, and still ongoing

e. Work Session- April 28- Distance Learning Models

Leah and Therese have done some training. Discussions underway and planning.

f. Hiring of Director

- Offer Letter
- Board will decide on which member will present the offer.

### XIII. OLD BUSINESS

a. ACNW Ready To Open Meeting- May 15

### XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS

a. Begin advertising campaign

### XV. REVIEW OF NEXT MEETING AGENDA

a. New Special Board Meeting April 29th, 8:00 p.m. - 9:00 p.m.

Regular upcoming board meeting. May 12th, 2020, at 7p.m.

b. Discussion of Agenda Items

### XVI. MOTION TO ADJOURN

by Carlo, Troy second Unanimous in favor declared yes by all board members (Troy Hanson, Leah Studaker, Lisa Andrican, Carlo Galeazzi, Chris Castagneri).

#### 13D.04 NOTICE OF MEETINGS.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room. (b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. (c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority. (d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects. (e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year. (f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Emergency meetings are described specifically in MN §13D.04: Subd. 3. **Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number. (b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body. (c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members. (d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required. (e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body. (f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters. (g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.