



Board Meeting Agenda Setting Process Policy

Date Created: 08/04/2023

Approved By: TRM Board of Directors

Date Approved: 08/15/2023

Board Meeting Agenda Setting Process

Purpose

In order to establish an environment for Three Rivers Montessori (TRM) board meetings that will maximize the effectiveness and efficiency of Three Rivers Montessori school board relative to its regular monthly governance meetings, the following process will be followed:

1. After consultation with the Board Chair, an annual draft board meeting schedule/calendar for the subsequent school year will be presented by the Executive Director for the board's consideration no later than its regular meeting in June of each year. The DRAFT calendar will contain topics/items the director believes the board should consider at each of its regularly scheduled meetings during the upcoming school year. It will contain recurring items such as monthly financial reports as well as items that arise less frequently than monthly such as the annual audit, academic and environmental literacy reports relative to the Osprey Wilds contract, and the evaluation of the director's professional performance.
2. Each year the board will consider and approve a draft annual schedule/calendar by no later than its regular August meeting.
3. The draft board meeting schedule/calendar will be used as the basis to set the TRM's regular meeting agenda and it will be the responsibility of the Board Chair, after consultation with the Executive Director, to approve the upcoming meeting agenda and to electronically distribute the agenda and related meeting materials to the other members of the board no later than five calendar days prior to the scheduled meeting.
4. Board members wishing to have a topic of interest to them included on an upcoming board meeting agenda should inform the entire board of his/her interest. The Board Chair, after consultation with the Executive Director, will make a decision as to if and when the topic will be included on a regular board meeting agenda. If the board member disagrees with the Board Chair's decision, he/she may, at a regular open meeting of the board, propose the topic for discussion/consideration at a future board meeting, and request that the full board consider and vote to include or not include the topic.
5. At the beginning of each monthly meeting, the draft monthly board meeting agenda that had been distributed in advance of the meeting will be approved as presented or as amended, in accordance with Robert's Rules of Order, except in emergency or unique and compelling situations.



Board Meeting Agenda Setting Process Policy Contd.

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Ongoing Monthly Board Meeting Agenda Items:

Call to order:

Roll Call & Declaration of No Conflicts of Interest by Board Members:

Review of Mission and Vision Statements:

Public Comments:

Approval of Meeting Agenda & Procedure:

Action Items:

Monthly Financial Report and Enrollment Update:

Reports/Information Items: To include monthly director reports

Consent Agenda:

Discussion Items:

Review of Next Meeting Date:

Adjournment:

Note: The Below is a list of suggested topics to be covered throughout the year and is not all-inclusive. Some topics may be best discussed/acted upon during alternate months/meetings other than those in the following list and other topics can be added at the discretion of the board.

July:

- Conduct board strategic planning retreat, no formal board meeting scheduled

August:

- Begin implementing evaluation process/timeline/protocol for the school leader
- Adopt board training plan for the year
- Annual Board Designations: Depository, EFT, Communications...
- Annual Board Training Plan
- Handbook Approvals: Family & Employee
- OW Contract and Goals Review
- Policy Reviews: Unpaid Meals Policy



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September:

- Receive a school opening report from the school leader
- MCA Update from previous year
- Review Environmental Education Goals and final report from previous year and monitor progress toward meeting the school's contractual goals
- ELP Report from prior FY
- Policy Reviews: Internal Controls Policy, Non-Discrimination Policy

October:

- Update on Fall testing plan and implementation/scores shared if available
- Review lease aid agreement
- WBWF and Annual Report provided to the Board for approval and submittal to the State and the Authorizer
- Policy Reviews: Chemical Use and Abuse Policy, Board Member Code of Ethics Policy, Board Reflection Policy

November:

- Review annual audit and accept, discuss any findings taking action if needed
- Review Annual Board Training Plan
- Policy Reviews: Bullying Policy, Dress Code Policy, Harassment and Violence Policy

December:

- Gather data for school leader's mid-year formative evaluation
- Review Articles of Incorporation
- Review Board of Director's Bylaws
- Policy Reviews: Nepotism Policy, Purchase of Group Health Insurance Policy, Behavior Policy

January:

- Conduct school leader's mid-year formative evaluation
- Policy Reviews: Student Transportation Safety Policy, Grade Level Enrollment Policy, Medication Policy

February:

- Review budget and adjust as necessary in collaboration w/Finance committee
- Director Confirms Auditor Contract
- Policy Reviews: Crisis Management Policy, Emergency Procedures Policy, Sectarian/Religious Accommodation Policy, Visitor Policy



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March:

- Winter testing update
- Approve School Calendar for Upcoming Year
- Policy Reviews: Public Data Access Policy
- Review Upcoming Budget in Collaboration w/Finance Committee
- Review Corrective Action Plans from the Audit (if any)

April:

- Review and discuss draft of next year's operating budget
- Pathfinders Summer Program Update

May:

- Adopt following year's budget
- Update on enrollment for next fiscal year
- Review of MDE required policies and policy approval cycles

June:

- Complete school leader performance evaluation
- Swearing in of any newly appointed board members
- Set date/time for upcoming fiscal year board meetings
- Approve budget
- Review progress toward authorizer goals
- ED employment agreement review