

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, January 16th, 2024 at 6:00 p.m.

Meeting held at Three Rivers Montessori: 17267 Yale St NW, Elk River MN 55330

Sent to OW - 01/11/2024 | Placed on Website - 01/11/2024

Approved on: 02/20/2024

I. CALL TO ORDER by: Brooke Blomker in Chairperson, Chris Castagneri's absence at 6:02pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Lydia Skadberg, no conflicts; Josh Green, no conflicts; Time Eilrich, no conflicts; Nikki Patterson, no conflicts; Brooke Blomker, no conflicts
2. Board Members Absent: Chris Castagneri
3. Other Attendees: Anna Nation, Director of Teaching and Learning; Antonio Kuklok, Ex Officio, Executive Director

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
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Tim Eilrich
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried

V. CONSENT AGENDA

1. **ACTION ITEMS:**
 - a. APPROVAL: TRM Regular Board Meeting Minutes 12/19/23
 - i. Motion to Approve: Tim Eilrich
 - ii. Seconded: Lydia Skadberg
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. December Month End Financials
 - i. **ACTION ITEM:** Approve Prior Month Financial Report
 1. Motion to Approve: Tim Eilrich
 2. Seconded: Lydia Skadberg

3. Further Discussion: None
4. Vote: Unanimous, Motion carried
- ii. **ACTION ITEM:** Approve Prior Month Expenditures
 1. Motion to Approve: Tim Eilrich
 2. Seconded: Lydia Skadberg
 3. Further Discussion: None
 4. Vote: Unanimous, Motion carried
- b. Line of Credit Renewal Update - Line of credit renewal in process, signatures to come in late January
- c. Capital Improvement Subcommittee discussion - Executive Director will send simple survey question to families/staff and return results at February Finance/board meeting

VII. INFORMATION ITEMS

1. Enrollment Update
2. Staffing Update
3. 2024-2025 Enrollment Update
4. Crow River News Reader's Choice Award Winner for best Montessori school, 2024
 - a. Will be posted to Press and News Site:
https://www.hometownsource.com/press_and_news/
 - b. Window Clings to advertise our win
 - c. Exclusive advertising in the Readers' Choice Awards Publication

IX. DISCUSSION ITEMS

1. APPROVAL: Jenny Hepokoski as a parent board member - Will check on her term designation and length
 - a. Motion to Approve: Lydia Skadberg
 - b. Seconded: Josh Green
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion carried
2. APPROVAL: TRM Bylaws - Updated
 - a. Motion to Approve: Lydia Skadberg
 - b. Seconded: Nikki Patterson
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion carried
3. APPROVAL: Children's House Employee Discount Program
 - a. TRM Preschool Estimates:
 - i. 20 seats = \$195,000.00 in total revenues
 - ii. 2 current staff discounts = -\$16,800.00
 - iii. Estimated Total Revenue = \$178,200.00
 - iv. Estimated expenses including teacher and EA benefits and supplies = -\$116,176.00
 - v. FY25 Total Estimated Program Profit = +\$62,024.00
 - b. Potential language to approve: *7 of the 20 Preschool seats qualify for the staff discount. Anything beyond 7 children would be brought to the board for approval.*
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Tim Eilrich
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried
4. Policy Reviews
 - a. Student Transportation Safety Policy - Update
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion carried
 - b. Medication Policy - Update

- i. Updates suggested around language for Narcan, field trips and administration of medication, will update and bring to February meeting for a vote
5. Determine 2024 Board Election Timelines and Details
 - a. Annual Meeting on 05/21/2024 with election results to be shared
 - i. Seats are not currently staggered on the board roster, secretary will determine staggering and what seats are up for election this year
 - ii. Board discusses succession planning and questions what strategies to implement to gain new board members (advertising)
 - iii. Any members not looking to renew will let the board know before the February board meeting

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, February 20th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
 - a. Lydia Skadberg will be absent
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

- v. Motion to Adjourn: Brooke Blomker
- vi. Seconded: Tim Eilrich
- vii. Further Discussion: None
- viii. Vote: Unanimous, Motion carried

Meeting ended at 6:52pm