

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, February 20th, 2024 at 6:00 p.m.

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

Sent to OW - 02/15/2024 | Placed on Website - 02/15/2024

Approved on: 03/19/2024

I. CALL TO ORDER by: Chris Castagneri at 6:00pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Brooke Blomker, no conflicts; Nikki Patterson, no conflicts; Jenny Hepokoski, no conflicts; Chirs Castagneri, no conflicts
2. Board Members Absent: Tim Eilrich, Lydia Skadberg
3. Other Attendees: Antonio Kuklok, Ex Officio; Katie Zehowski, TRM SPED 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: With additional agenda items added in orange
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Nikki Patterson
 - iii. Further discussion: None
 - iv. Vote: Unanimous, Motion Carried

V. CONSENT AGENDA

1. ACTION ITEMS:

- a. APPROVAL: TRM Regular Board Meeting Minutes 01/16/24
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Jenny Hepokoski
 - iii. Further discussion: None
 - iv. Vote: Unanimous, Motion Carried
- b. APPROVAL: Student Medication Policy
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Jenny Hepokoski
 - iii. Further discussion: None
 - iv. Vote: Unanimous, Motion Carried
- c. APPROVAL: Resignation of Josh Green as a board member effective 02/17/2024
 - i. Motion to Approve: Brooke Blomker
 - ii. Seconded: Jenny Hepokoski
 - iii. Further discussion: None
 - iv. Vote: Unanimous, Motion Carried

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. January Month End Financials
 - i. **ACTION ITEM:** Approve Prior Month Financial Report
 1. Motion to Approve: Nikki Patterson
 2. Seconded: Brooke Blomker
 3. Further discussion: None
 4. Vote: Unanimous, Motion Carried
 - ii. **ACTION ITEM:** Approve Prior Month Expenditures
 1. Motion to Approve: Nikki Patterson
 2. Seconded: Jenny Hepokoski
 3. Further discussion: None
 4. Vote: Unanimous, Motion Carried
- b. Line of Credit Renewal Update
 - i. **ACTION ITEM:** Approve Line of Credit Draw for February 28 of \$50,000.00 per timetable set forth on page 9 (Cash Flow Projection Summary) of the Financial Packet
 1. Motion to Approve the \$50,000 line of credit draw for February 28th: Brooke Blomker
 2. Seconded: Nikki Patterson
 3. Further discussion: None
 4. Vote: Unanimous, Motion Carried
- c. Capital Improvement Subcommittee discussion - Tabled in Tim's Absence

VII. INFORMATION ITEMS

1. Enrollment Update
2. Staffing Update
3. 2024-2025 Enrollment Update
4. MDE Food Service Review/Audit
5. Special Education Update with Katie Zehowski, SPED Director
6. NWEA Map Testing Results for Winter 2024

IX. DISCUSSION ITEMS

1. APPROVAL: Children's House New Logo Design
 - a. Motion to Approve: Brooke Blomker
 - b. Seconded: Nikki Patterson
 - c. Further discussion: None
 - d. Vote: Unanimous, Motion Carried
2. APPROVAL: Executive Director/Board Relations Handbook
 - a. Motion to Approve: Nikki Patterson
 - b. Seconded: Brooke Blomker
 - c. Further discussion: None
 - d. Vote: Unanimous, Motion Carried
3. Policy Reviews - Tabled for March board meeting. Board members will review and take vote once all board members are present
 - a. Electronic Funds Transfer Policy - New, Authorizer mandated
 - b. Fund Balance Policy - New, Authorizer mandated
 - c. Teacher & Staff Evaluation Policy - New, Authorizer mandated
 - d. School Curriculum & Instructional Goals Policy - New, Authorizer mandated
 - e. Acceptance of Gifts/Donations Policy - New, Authorizer mandated
4. Sharing of ED Evaluation Rubric for 2023-2024

5. Update on 2024 Board Election Timelines and Details - Brooke created a staggered board seating chart that will allow for seats to term in a rotating fashion. The board will notify the public that there will be two open seats for election in May.
 - a. Annual Meeting on 05/21/2024 with election results to be shared
Notes from previous meeting below:
 - 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*
 1. *Approval of slated schedules: Nikki Motions to approve*
 2. *Seconded by Jenny Hepokoski*
 3. *Further Discussion: None*
 4. *Vote: Unanimous, motion carried*

6. Board Roles for the 2024-2025 School Year - Members to consider

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, March 19th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

1. Motion to Adjourn: Nikki Patterson
2. Seconded: Brooke Blomker
3. Further Discussion: None
4. Vote: Unanimous, Motion Carried

Meeting ended at: Meeting ended at 7:37pm