

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, March 19th, 2024 at 6:00 p.m.

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

Sent to OW - 03/14/2024 | Placed on Website - 03/14/2024

Approved on: 04/16/2024

I. CALL TO ORDER by: Chris Castagneri at 6:04pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Lydia Skadberg, no conflicts; Jenny Hepokoski, no conflicts; Brooke Blomker, no conflicts; Tim Eilrich, no conflicts; Chris Castagneri, no conflicts
2. Board Members Absent: Nikki Patterson
3. Other Attendees: Antonio Kuklok, Ex Officio; Anna Nation, Montessori Director of Teaching & Learning

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 02/20/24
 - 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. February Month End Financials
 - i. **ACTION ITEM:** Approve Prior Month Financial Report
 1. Motion to Approve: Tim Eilrich

- 2. Seconded: Brooke Blomker
 - 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. Capital Improvement Subcommittee discussion - No new information at this time

VII. INFORMATION ITEMS

- 1. Enrollment Update
- 2. Staffing Update
- 3. 2024-2025 Enrollment Update
- 4. 2024 Live Lottery Results -
- 5. MDH Surprise Food Service Inspection on 03/12/2024
- 6. Seating Proposal for Kindergarten Enrollments - "Motion to Approve additional seats while giving administration the flexibility to fill seats to increase enrollment within the current footprint of the building."
 - a. Motion to Approve: Brooke Blomker
 - b. Seconded: Jenny Hepokoski
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion Carried
- 7. Draft School Calendar for SY 24'-25' Update and Timeline

IX. DISCUSSION ITEMS

- 1. Policy Reviews -
 - a. Electronic Funds Transfer Policy - New, Authorizer mandated
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
 - b. Fund Balance Policy - New, Authorizer mandated
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
 - c. Teacher & Staff Evaluation Policy - New, Authorizer mandated
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
 - d. School Curriculum & Instructional Goals Policy - New, Authorizer mandated
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
 - e. Acceptance of Gifts/Donations Policy - New, Authorizer mandated
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Brooke Blomker
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
- 2. 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 January 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: Staggering proposed and taken for vote below*
- 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: Update, Chris resigning after this school year*
 1. *Approval of slated schedules: Nikki Motions to approve*
 2. *Seconded by Jenny Hepokoski*
 3. *Further Discussion: None*
 4. *Vote: Unanimous, motion carried*
- iv. Next Steps to prepare for May Annual Meeting?
 1. Antonio will send one pager to families Chris created. TRM Admin will facilitate the live vote at the school for the period designated by the board.

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, April 16th, 2024 **6:00 p.m.**
Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

Motion to adjourn: Lydia Skadberg

Seconded: Jenny Hepokoski

Further Discussion: None

Vote: Unanimous, Motion Carried

Meeting ended at: 8:42pm