

# THREE RIVERS MONTESSORI CHARTER SCHOOL

## Regular Board Meeting Agenda

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

Meeting held at Three Rivers Montessori: 17267 Yale St NW, Elk River MN 55330;  
Jenny Hepokoski joining virtually from Fairfield Inn & Suites; 4929 Sanibel Drive, Alexandria, MN 56308;  
320-763-0133 (Meeting will be monitored at TRM via a Zoom livestream)

Sent to OW - 04/11/2024 | Placed on Website - 04/10/2024

Approved on: 05/21/2024

### I. CALL TO ORDER by: Chris Castagneri at 6:07pm

### II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Nikki Patterson, no conflicts; Lydia Skadberg, no conflicts; Jenny Hepokoski, no conflicts; Chris Castagneri, no conflicts
2. Board Members Absent: Brooke Blomker, Tim Eilrich
3. Other Attendees: Antonio Kuklok, Executive Director, ex officio; Emily Edstrom Moore from Osprey Wilds

### 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: Lydia Skadberg
  - ii. Seconded: Nikki Patterson
  - iii. Further Discussion: None
  - iv. Vote:
    1. Nikki: In Favor
    2. Lydia: In Favor
    3. Jenny: In Favor
    4. Chris: In Favor
  - v. Unanimous Vote, Motion Carried

### V. CONSENT AGENDA

#### 1. ACTION ITEMS:

- a. APPROVAL: TRM Regular Board Meeting Minutes 03/19/24
  - i. Motion to Approve: Lydia Skadberg
  - ii. Seconded: Nikki Patterson
  - iii. Further Discussion: None
  - iv. Vote:
    1. Nikki: In Favor
    2. Lydia: In Favor
    3. Jenny: In Favor
    4. Chris: In Favor
  - v. Unanimous Vote, Motion Carried

## VI. PUBLIC COMMENTS

None

## VI. FINANCE COMMITTEE

### a. March Month End Financials

#### i. **ACTION ITEM:** Approve Prior Month Financial Report

1. Motion to Approve: Lydia Skadberg
2. Seconded: Nikki Patterson
3. Further Discussion: None
4. Vote:

- i. Nikki: In Favor
- ii. Lydia: In Favor
- iii. Jenny: In Favor
- iv. Chris: In Favor

b. Unanimous Vote, Motion Carried

#### ii. **ACTION ITEM:** Approve Prior Month Expenditures

1. Motion to Approve: Lydia Skadberg
2. Seconded: Nikki Patterson
3. Further Discussion: None
4. Vote:

- i. Nikki: In Favor
- ii. Lydia: In Favor
- iii. Jenny: In Favor
- iv. Chris: In Favor

b. Unanimous Vote, Motion Carried

### b. Capital Project Survey Results & Discussion:

- i. GOAL: Encourage enrollment growth and pupil retention through capital projects. Capital projects are considered projects which are elective and cost greater than \$5,000 and complex enough to require subcommittee involvement and board approval.

Cross collaborate with parent committee? Chris to schedule a meeting to discuss options for a fundraiser and community outreach.

- Rate, prioritize and consider each idea
  - How to achieve (each project):
    - Evaluate
    - Advertise -
    - Communicate -
    - Execute -
    - Required resources:
      - Funding -
      - Volunteering -

## VII. INFORMATION ITEMS

1. Authorizer Renewal Timeline and Application with Osprey Wilds - Emily Edstrom Moore
2. Enrollment Update
3. Staffing Update
4. 2024-2025 Enrollment Update
5. Osprey Wilds Site Visit on March 14th

## IX. DISCUSSION ITEMS

1. Student Promotion & Retention Policy - Newly created, needs board approval
  - a. Motion to Approve: Nikki Patterson
  - b. Seconded: Jenny Hepokoski
  - c. Further Discussion: None
  - d. Vote:
    1. Nikki: In Favor
    2. Lydia: In Favor
    3. Jenny: In Favor
    4. Chris: In Favor
  - a. Unanimous Vote, motion Carried
2. Draft School Calendar for SY 24'-25': Board Approval Needed to adopt
  - a. TRM Follows ISD 728 Secondary calendar due to bussing partnership
    - i. Motion to Approve: Nikki Patterson
    - ii. Seconded: Lydia Skadberg
    - iii. Further Discussion: None
    - iv. Vote:
      - a. Nikki: In Favor
      - b. Lydia: In Favor
      - c. Jenny: In Favor
      - d. Chris: In Favor
    2. Unanimous Vote, Motion Carried
3. Update on 2024 Board Election Timelines and Details/Needs
  - a. Any new applicants
  - b. Process of creating ballots and timelines
4. Move to closed session under MN Statute 13D.05, Subdivision 3 (a) for Executive Director's evaluation
  - a. Motion to Move into closed Session: Lydia Skadberg
  - b. Seconded: Nikki Patterson
  - c. Further Discussion: None
  - d. Vote:
    1. Nikki: In Favor
    2. Lydia: In Favor
    3. Jenny: In Favor
    4. Chris: In Favor
  - ii. Unanimous Vote, Motion Carried closed session began at 7:26pm
  - e. Motion to Move into Open Session: Lydia Skadberg
  - f. Seconded: Nikki Patterson
  - g. Further Discussion: None
  - h. Vote:
    1. Nikki: In Favor
    2. Lydia: In Favor
    3. Jenny: In Favor
    4. Chris: In Favor
  - ii. Unanimous Vote, Motion Carried closed session ended at 7:43pm

## **X. REVIEW OF NEXT MEETING DATE**

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, May 21st, 2024 **6:00 p.m.**  
Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

## **XI. ADJOURNMENT**

- i. Motion to adjourn: Nikki Patterson

j. Seconded: Jenny Hepokoski

k. Further Discussion: None

l. Vote:

1. Nikki: In Favor

2. Lydia: In Favor

3. Jenny: In Favor

4. Chris: In Favor

ii. Unanimous Vote, Meeting ended at 7:46pm

Meeting ended at: 7:46pm