

THREE RIVERS MONTESSORI CHARTER SCHOOL

Annual Board Meeting Agenda

Tuesday, May 21st, 2024 at 6:00 p.m.

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

Sent to OW - 05/16/2024 | Placed on Website - 05/16/2024

Approved on: 06/18/2024

I. CALL TO ORDER by: Chris Castagneri at 6:05 pm

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Lydia Skadberg, No Conflicts; Nikki Patterson, No Conflicts; Chris Castagneri, No Conflicts; Tim Eilrich, No Conflicts;
2. Board Members Absent: Brooke Blomker, Jenny Hepokoski, Late at 6:12pm, no conflicts
3. Other Attendees: Antonio Kuklok, Ex Officio; Julie Grenier, public guest

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: Unanimous, Motion Carried

V. CONSENT AGENDA

1. **ACTION ITEMS:**
 - a. APPROVAL: TRM Regular Board Meeting Minutes 04/16/24
 - i. Motion to Approve: Lydia Skadberg
 - ii. Seconded: Nikki Patterson
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. April 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: Nikki Patterson
3. Further Discussion: None
4. Vote: Unanimous, Motion Carried

b. Capital Project Survey Results & Discussion:

- i. **GOAL:** Encourage enrollment growth and pupil retainment 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.

VII. INFORMATION ITEMS

1. Enrollment Update
2. Staffing Update
3. 2024-2025 Enrollment Update
4. 2024-2025 Staffing Update
 - a. Motion to Create the Executive Director Search Committee with Lydia Skadberg, Brooke Blomker, Jenny Hepokoski, Backup: Nikki Patterson
 - b. Seconded: Nikki Patterson
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion Carried

IX. DISCUSSION ITEMS

1. Capital Assets Policy - New and needed for Audit and on recommendation of Creative Planning
 - a. Motion to Approve: Tim Eilrich
 - b. Seconded: Lydia Skadberg
 - c. Further Discussion: None
 - d. Vote: Unanimous, Motion Carried
2. Authorizer Renewal Timeline and Application with Osprey Wilds - Review Documents Sent by Osprey Wilds
 - a. Board working session to complete this packet at the June board meeting date of June 18th starting at 3pm with regular board meeting at 6pm
 - i. Motion to have a board working session on June 18th: Lydia Skadberg
 - ii. Seconded: Nikki Patterson
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
3. Update on 2024 Board Election Timelines and Details/Needs
 - a. No applicants received, no election for the 2024 Annual Meeting: Positions for next school year, starting in July: Proposed
 - i. Chair: Jenny Hepokoski
 - ii. Treasurer: Tim Eilrich
 - iii. Brooke: Secretary: Brooke Blomker
 1. Motion to approve board roles for 2024-2025 school year as follows (Chair-Jenny Hepokoski; Treasurer-Tim Eilrich; Secretary-Brooke Blomker)
 2. Seconded: Tim Eilrich
 3. Further Discussion: Chris agrees to remain on finance committee and support the board chair transition

4. Vote: Unanimous, Motion Carried

4. Board Strategic Planning Session with Midwest Studies Group: Pick a date
 - a. June 25, 26, or 27 (12 – 6)
 - b. July 23, 24, 26 (12-6)
 - i. Motion to set the board strategic planning session fro June 27th from 12pm-6pm: Tim Eilrich
 - ii. Seconded: Jenny Hepokoski
 - iii. Further Discussion: None
 - iv. Vote: Unanimous, Motion Carried
5. Review /Approve Montessori Training Options as presented by the Montessori Director of Teaching & Learning
1. Move to closed session under MN Statute 13D.05, Subdivision 3 (a) for Executive Director's evaluation
 - a. Motion to Move to closed session under MN Statute 13D.05, Subdivision 3 (a) for Executive Director's evaluation: Jenny Hepokoski
 - b. Seconded: Lydia Skadberg
 - c. Further Discussion: None
 - d. Vote: Unanimous, motion carried; closed session began at 7:33pm
2. Motion to Move back to open session: Lydia Skadberg
3. Seconded: Nikki Patterson
4. Further Discussion: None
5. Vote: Unanimous, motion carried; session re-opened at 8:02pm

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, June 18th, 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
- ii. Seconded: Lydia Skadberg
- iii. Further Discussion: None
- iv. Vote: Unanimous, meeting adjourned at 8:03pm

Meeting ended at: 8:03pm