

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda - **Approved on 05/16/2023**

Tuesday, April 18, 2023 at 6:00 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQT09>

Meeting ID: 852 5074 7687

Passcode: k2CJdy

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Phone Passcode: 750431

Find your local number: <https://us02web.zoom.us/u/kdHMgZcn5b>

Posted to website and sent to Osprey Wilds 4/13/2023

I. CALL TO ORDER by Chairperson: Chris called the meeting to order at 6:04 pm.

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Chris, Shanny Snyder, Tim Eilrich, Angie Johnson, Rose Bley Meyer. No conflicts to declare
2. Board Members Absent: Amanda Johnston
3. Other Attendees: Antonio Kuklok, Connie Wrightsman, Angel Adams, Mindy Wachter, Abbie Eilrich, Jonna Duke, Whitney Hanson, Cassie, Andrea Wilson, Michelle Green, Tony Miller, Julie Halland, Karlie Crouch, Lydia Skadbereg, Jessie Roske, Chelsey Fisher, Jen Stowe

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 & PROCEDURE

1. ACTION ITEMS:

- a. **APPROVAL:** Tonight's Meeting Agenda
 - i. Motion to Approve - Shanny
 - ii. Motion Seconded - Tim
 - iii. Discussion - No discussion
 - iv. Vote - Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried

V. REPORTS

1. Finance Committee
 - a. March Month End Financials; Presented by Mandy Wachter BerganKDV

- i. **APPROVAL:** Prior Month Expenditures
 - 1. Motion to Approve - Tim
 - 2. Motion Seconded - Anie
 - 3. Discussion - 1st line working budget adm students numbers, revising actual to date, putting in 150 students vs actual is 140 , use an average for budget for ADM close to the 150. That is what MDE uses for payments.
 - 4. Vote - Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
 - ii. **APPROVAL:** Prior Month Financial Report
 - 1. Motion to Approve - Tim
 - 2. Motion Seconded - Angie
 - 3. Discussion - None
 - 4. Vote - Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
 - b. Financial Services Update: Bergan KDV is going well, good communication with ED and board. All onboarding has been completed.
 - 2. Tim made a motion to approve action of revised 2023 BudgetFinancials
 - 3. Second Angie
 - 4. Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
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VI. CONSENT AGENDA

- 1. **ACTION ITEMS:**
 - a. **APPROVAL:** TRM Regular Board Meeting Minutes 3/21/2023
 - i. Motion to Approve - Angie
 - ii. Motion Seconded - Shanny
 - iii. Discussion - None
 - iv. Vote - Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
 - b. **APPROVAL:** TRM Work Session Notes 3/7/2023
 - i. Motion to Approve - Angie
 - ii. Motion Seconded - Shanny
 - iii. Discussion - None
 - iv. Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
 - c. **APPROVAL:** Board Social Media Use Policy
 - i. Motion to Approve - Angie
 - ii. Motion Seconded - Rose
 - iii. Discussion - What would happen if a board member did not follow the guidelines, there are processes and laws, board can remove board member if the person is doing harm. The board has discretion when it comes to someone not acting as a team on board. Shanny referenced to employee handbook on data privacy page 37 for staff policy
 - iv. Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried

- d. **APPROVAL:** School Calendar Antonio presented
- i. Motion to Approve - Tim
 - ii. Motion Seconded - Angie
 - iii. Discussion - We are now aligned with the high school schedule for bussing and days schedules, built in grading day for teachers for TRM instructional days are met with 6 xtra days built in, for snow days we had 5 snow days this year. Conferences we have evening days so no need to cancel days. We are ending early next year-due to the high school tier as we will not have busing after June 5th. 8 days for all staff and 13 for license staff very similar to this year. Can always amend the calendar if needed. Add more details to the calendar... Like Annual meetings etc, including May board meeting would be the annual meeting, Rose- keep the calendar simple for parents and add the more detailed items on newsletter, Shanny- a whole calendar in advance would eliminate issues. The school can create a more detailed calendar at another time separate to the calendar presented today.
 - iv. Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried

VII. PUBLIC COMMENTS

1. Jessie Roske-Sent an email to the board about the concerns going around the , wanted the board to know that there are families feel that things are going well, excited to have daughter and son next year at TRM, ED has been positive, he has gone above and beyond to communicate, ED knows all students names, additions to communication and snow days are very helpful and an improvement. No guarantee that TRM will succeed. Concerns need to be constructive and positive.
2. Carol Miller- concerned about staffing, who is left and who has left, concerned about SPED dept and not enough para;s. Kids' needs are not being met. Need to be aware of what is going on in our community and staff, disappointed family needs are not being met, could have been better with more communication, more staff needed to support all students

VIII. INFORMATION ITEMS

1. Employee Offer Letters for 2023-2024 school year to go out the week of May 15th- Antonio coordinating with Kara HR
2. Sherburne County Community Partner Award Grant Recipients- Antonio applied for this grant-TRM was selected and received a 10,000 grant for responsibility centered discipline, how students behave and gives staff resources to help students. All staff training for the fall , these are county funds.
3. Spring Testing Update; Lost our data coordinator we contracted with our IT dept to finish spring testing, Antonio was able to keep the same budget amount with IT, we are on target to finish in the testing window. Results of testing FastBridge in May, MCA can't be shared until August.
4. Enrollment Update: 167 students enrolled for 2023-2024, current 140 families, Antonio had breakdown of families leaving, included in Board packet, ideas on how to get the word out that we have open seats, advertise, social media to advertise open seats, signage and banners for traffic on hwy 10. A plan will be developed and touch base at

the next board meeting.

5. Staffing Update; 2 open EA, 1 E2 lead, 1 sped teacher 3, para, can only post 30 days out, Antonio has reached out for contacts and openings with no luck, could contact Montessori training center for open positions.
6. Principal Proposal and Vote
 - a. **APPROVAL:** Addition of a 1.0FTE Principal/School Leader FOR 23'-24 SY
This is being tabled for further review.

- i. Motion to Approve-
- ii. Motion Seconded -
- iii. Discussion - Details of the other impacts besides on the funds, the eliminated coordinators job duties would be taken over by the person in the new position, working of the job and serving the food, could be done by other staff and the admin needs to be picked up by the School leader/Principal. Tim is not clear on the exact role of those coordinators. Shanny has a hard time getting rid of Curr. coordinator how do we mentor staff. Osprey likes to have a Montessori coordinator. Board acknowledges the longevity of ED and all the items ED has to handle alone. Antoino will pull more details for the board. More help is needed ,looking at other schools there is a need for more admin, the overturning of ED has to do with the lack of admin support for all of the needs for the school, challenging situations to not fill more support for the ED as we grow the same issues will occur. Rose- one person's job is very difficult, eliminating those positions could be damaging but may need to get creative to help the ED position. provide a breakdown of current ED job and what the school leader/Principal what the duties would be, Antinio has put together those details already for the board, more discussion is needed. Tim sees the importance of asking for this positions
- iv. Vote - Tim: , Rose:, Amanda:, Angie:, Shanny:, Chris:

IX. DISCUSSION ITEMS

1. Osprey Wilds Site Visit Feedback; Packet is currently on the website for the community to review. Classroom observation, interviewed staff stakeholders and 3-4 students.
2. Revised Board Annual Meeting Plan & Election
 - a. **APPROVAL**
 - i. Motion to Approve - Tim
 - ii. Motion Seconded - Angie
 - iii. Discussion - Each household gets 2 ballots, board will approve or deny applications 1 for open seat now and 1 for election in May. There is a need for more applications.
 - iv. Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
3. Board Social Media Use Policy - This was discussed and voted on above.
 - a. **APPROVAL**
 - i. Motion to Approve -
 - ii. Motion Seconded -
 - iii. Discussion -

- iv. Vote - Tim: , Rose:, Amanda:, Angie:, Shanny:, Chris:
- 4. Playground Safety Findings & Report; Angie and Tim reviewed the incidents on the playground rough playing not listening to teacher and staff, some faculty was caught off guard by ED and others did not see anything wrong with. Angie and Tim did not find any wrongdoing, no policies were violated. , it was handled the way the board would expect. We all have feelings on the way things should be handled, but the board did not find any wrongdoing by the ED response to the situation. Shanny thinks that the board should send out a statement of findings, how does the board go about that? Tim presented a brief on the situation.
 Motioned to approve to have the brief in April's Board Meeting Packet
 Motion to Approve - Tim
 Motion Seconded - Rose
 Discussion -
 Vote:Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
- 5. Building Safety Findings & Report: Det. Wiilams reached out to Tim, safety of the building and students, is the school admin doing all to keep everyone safe, no relationship issues with admin and Elk River PD and Det. Williams' misstatement was acknowledged by ED, no fraud or policy violations were made on this. Tim has a brief on this as well, does this need to be addressed to the TRM Community, this will be added to the packet as well after further board discussion
 Motion to table message for next month:
 Motion to Approve - Tim
 Motion Seconded -Angie
 Vote;Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried
- 6. Feb Osprey Wild Board Observation: tabled to next board meeting
- 7. Osprey Wilds Governance Performance Approach tabled: to next board meeting.
 Motion to table items 6 and 7- Angie
 Motion Seconded - Tim
 Discussion - n one
 Vote -Tim yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried

TRM Executive Director Review - Antonio Kulok 22-23 Mid Year Review & Employee

- a. Closed Session: Section 13 of TRM Bylaws & Public Schools in Minnesota Statute 13D.05 subd. 2

- i. **APPROVAL**

- 1. Motion to move to closed session - Tim
- 2. Motion Seconded - Angie
- 3. Discussion -
- 4. Vote - Tim: , Rose:, Amanda:, Angie:, Shanny:, Chris: yes motion carried

Tim motioned to open meeting Angie second, all yes motion carried

- 8. Consider TRM Board Application Jonna Duke for Vacant Seat Application to be sent to regular elections

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - May 16, 2023 6:00 p.m.
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

1. Motion to move to adjourn meeting - Shanny
2. Motion Seconded - Angie
3. Discussion -
4. Vote -im yes: , Rose yes, Amanda:, Angie yes Shanny, yes:, Chris yes, motion carried

Board Approved: