

THREE RIVERS MONTESSORI CHARTER SCHOOL

Approved Minutes - Regular Board Meeting Agenda

Tuesday, January 17, 2023 at 6:00 p.m.

Zoom Meeting - Due to COVID

<https://us02web.zoom.us/j/85250747687?pwd=ZDBCK1dYd3NMa1VjSVhLSGINYm9HQOT09>

Meeting ID: 852 5074 7687

Passcode: k2CJdy

One tap mobile

+1 312 626 6799 US (Chicago) +1 929 436 2866 US (New York)

Meeting ID: 852 5074 7687

Phone Passcode: 750431

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

Sent to OW - 1/12/2023 | Placed on Website - 1/12/2023

I. CALL TO ORDER by Chairperson: [Chris Castagneri at 6:03pm](#)

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: [Chris Castagneri](#), [Tim Eilrich](#), [Rose Bley Meyer](#), [Amanda Johnston](#), [Angie Johnson](#), [Shanny Snyder](#)
2. Board Members Absent: [None](#)
3. Other Attendees: [Abbie Eilrich](#), [Debbie Hutton](#), [Antonio Kuklok \(Ex Officio\)](#)

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 - Motion to approve amended agenda made by Tim Eilrich
- ii. Motion Seconded - Seconded by Amanda Johnston
- iii. Discussion - Chris suggests some moves and additions to the a, exception to enrollment added, moved up prek proposal due to finance running late, removing SPED report, removed informational items for building and enrollment as included in the financial report now
- iv. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
- v. Motion - Motion carried unanimously

V. PUBLIC COMMENTS

VI. CONSENT AGENDA

1. ACTION ITEMS:

a. APPROVAL: TRM Regular Board Meeting Minutes 12/20/2022

- i. Motion to Approve - Amanda Johnston
- ii. Motion Seconded - Tim Eilrich
- iii. Discussion - None

- iv. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
- v. Motion - Motion carried unanimously
- b. **APPROVAL:** HR Board Member Guidelines Added to Board Binder
 - i. Motion to Approve - Tim Eilrich, motion to include HR compliance training to board training packet
 - ii. Motion Seconded - Angie Johnson
 - iii. Discussion - None
 - iv. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
 - v. Motion - Motion carried unanimously
- c. **APPROVAL:** Amend Bylaws Make Change from 9 Total Board Members to 7
 - i. Motion to Approve - Tim Eilrich, motion to amend the bylaws to change the maximum number of board members from 9 to 7
 - ii. Motion Seconded - Amanda Johnston
 - iii. Discussion - Chris proposes this change to avoid outside influences from changing things like the learning model of the school, for the consistency and commitment to authentic Montessori Chris suggest this change so board members are also aligned with the mission of the school; Amanda shared that she wanted to be sure we were remaining compliant with Osprey Wilds and MN State Statute, she looked into this and found that we would be in compliance if we decrease from 9 seats down to 7 seats this would also put us in line with statutory board requirement for independent school districts; Tom asked for clarification as to why it was set at 9 and Chris stated that this was possibly due to entice more volunteers
 - iv. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
 - v. Motion - Motion carried unanimously
- d. **APPROVAL: Approve Exception to Enrollment**
 - i. Motion to Approve - tim motions to approve the exception for the 6th grade student enrollment
 - ii. Motion Seconded - Angie Johnson Second
 - iii. Discussion - None
 - iv. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
 - v. Motion - Motion carried unanimously

VII. REPORTS

1. **SPED Report Pre-K Proposal**
 - i. Discussion - Benefits to three year age cycle, building from the bottom to get to even numbers down the road versus where we are now with large bubbles running through the school, Can we sustain an expansion with current needs, SPED, gen ed, staffing, etc. Agreed to review the plan, think through it and discuss at February board retreat to be scheduled by Antonio Kuklok
2. Finance Committee
 - a. December Month End Financials
 - i. **APPROVAL:** Prior Month Expenditures
 - ii. Motion to Approve - Tim Eilrich motioned to approve December Expenditures
 - iii. Motion Seconded - Angie Johnson Second
 - iv. Discussion - None
 - v. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor

- vi. Motion - Motion carried unanimously
 - vii. **APPROVAL:** Prior Month Financial Report
 - viii. Motion to Approve - Tim Eilrich motioned to approve prior month financial report
 - ix. Motion Seconded - Angie Johnson Second
 - x. Discussion - None
 - xi. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie in favor, Shanny in favor, Chris in favor
 - xii. Motion - Motion carried unanimously
- b. Financial Services Update

VIII. INFORMATION ITEMS

Enrollment and Waitlist Update

Building Update

1. Staffing Update: hiring of two paraprofessionals, still have an open SPED teacher; Elimination of Executive Assistant effective 01/19/2023, cost saving of 15-20 thousand
2. **Assistant to Board Secretary:** Losing the assistant to board secretary for the time being, don't have a solidified solution to this at the time, hard to do minutes and be engaged in discussion, so may have to think creatively about how to fill this need, if any board members have suggestions or thoughts on a volunteer let Chris know, other thoughts or concerns, Angie asked why we aren't having a board member do it, Chris clarified we can have an assistant to the board secretary do this so board members and Ex Officio can be fully engaged in conversation, used to lighten the load as taking minutes is cumbersome, would want a volunteer who is consistent and can do it at each meeting

IX. DISCUSSION ITEMS

Pre-K Proposal

1. Discussion of Executive Director Review Process: Solidify a process for Executive Director review, Chris suggested leveraging our relationship with Kara Sime, contracted HR rep from Designs for Learning, it may be helpful to use this resource to get the review process for the school leader started. Chris is hoping to implement a staff input and staff review to get check ins from staff on the ground, once or twice a year possibly. Kara may have steps laid out for all of this to make it straight forward. Board might want to designate a committee to oversee this process and recommend the completed draft to the board. Thoughts? Tim asked who Kara is, and Chris clarified she is our contracted HR rep. Worked with her on the ED hire process as well. Have reached out for templates and other ideas and not much out there. A process to help and support the ED, how do we help and offer resources for the leader to reach the goals of the school.
2. Strategic Planning Check-In: We will schedule a February meeting for check in and review

X. REVIEW OF NEXT MEETING DATE

1. Date, Time, Location of Next Regular Board Meeting - February 21, 2023 6:00 p.m.
2. Agenda Items Request or Send to Board Chair

XI. ADJOURNMENT

1. Shanny Motions to adjour
2. Rose Seconds
3. Discussion: None

4. Vote - Tim in favor, Rose in favor, Amanda in favor, Angie absent, Shanny in favor, Chris in favor
5. Motion - Motion carried unanimously

Board Approved: