

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, June 18th, 2024 at 6:00 p.m.

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

Sent to OW - 06/13/2024 | Placed on Website - 06/13/2024

Approved on:

## **I. CALL TO ORDER** by:

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

Called to order at 6:02 PM by Chris Castagneri

1. Board Members Present + Declarations: Lydia Skadberg, Brooke Blomker, Tim Eilrich, Jenny Hepokoski, Nikki Patterson, Chris Castagneri
2. Board Members Absent: None
3. Other Attendees: Erin Anderson, Osprey Wilds Director of Charter School Authorizing

## **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: Jenny Hepokoski
  - ii. Seconded: Lydia Skadberg
  - iii. Further Discussion: None
  - iv. Vote: Unanimous, Motion Carried

## **V. CONSENT AGENDA**

### 1. ACTION ITEMS:

- a. APPROVAL: TRM Regular Board Meeting Minutes 05/21/24
  - i. Motion to Approve: Lydia Skadberg
  - ii. Seconded: Tim Eilrich
  - iii. Further Discussion: None
  - iv. Vote: Unanimous, Motion Carried

## **VI. PUBLIC COMMENTS**

None

## **VII. FINANCE COMMITTEE**

- a. May Month End Financials

**ACTION ITEM:** Approve Prior Month Financial Report

1. Motion to Approve: Tim Eilrich
2. Seconded: Nikki Patterson
3. Further Discussion: None
4. Vote: Unanimous, Motion Carried

Reviewed May month-end financials. Should be around 92% YTD as of May. Tim to follow up with Antonio on lease aid for FY25.

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

1. Motion to Approve: Tim Eilrich
2. Seconded: Jenny Hepokoski
3. Further discussion:None
4. Vote: Unanimous, motion carried

Reviewed prior month expenditures line-by-line. Connie to follow up on Grammarly expense from financials.

b. **ACTION ITEMS:**

- i. APPROVAL: FY 24 Revised
  1. Motion to Approve: Tim Eilrich
  2. Seconded: Lydia Skadberg
  3. Further discussion:None
  4. Vote: Unanimous, motion carried
- ii. APPROVAL: FY 25 Proposed budget
  1. 1. Motion to Approve: Lydia Skadberg
  2. 2. Seconded: Tim Eilrich
  3. 3. Further discussion:None
  4. 4. Vote: Unanimous, motion carried

**VIII. INFORMATION ITEMS**

1. 2024-2025 Enrollment Update
2. 2024-2025 Staffing Update

**IX. DISCUSSION ITEMS**

1. Overview of closed Session on 04/16/2024: Closed session was used to discuss the performance evaluation for the Executive Director. Next steps were planned and the public statement is listed below:
2. Osprey Wilds Board observation feedback
  - a. Reviewed FY23 Academic Performance Evaluation with Osprey Wilds.
  - b. Brooke Blomker adding board training compliance update to future meeting minutes
  - c. Need to share a summary of what was discussed when there is a closed meeting.
  - d. Brooke Blomker will write up fuller meeting minutes in the future. Brooke Blomker to review Osprey Wilds Sounding Boards resource on meeting minutes ahead of the next meeting.
  - e. Updates to training requirements for board members:

- i. Board members must complete three trainings ahead of being seated.
- ii. Ex-officios (Executive Director) will need to attend board training.
- iii. Employment practices, finance, and roles & responsibilities as it relates to academics are now required.

3. TRM FY Academic Goals data sent by Osprey Wilds

- a. Exceeded mission-related outcome targets. We are seeing improvement in Reading Growth and Math Growth year-over-year.
- b. Overall reading proficiency, math proficiency, and science proficiency remain below target. School rated at 53%, and eligible for renewal (50-75% are considered approaching target, 75-100% are considered meeting target).
- c. OW recommended we review and set new academic goals with new School Leader; may want to use NWEA for proficiency measures instead of relying on MCAs.
- d. Can discuss alternative ways to evaluate the data. May consider slicing data based on three years with TRM, compare to other Montessori Charter schools, or pull out special populations (SPED, ELL) separately.
- e. Would like to schedule a follow-up meeting with Board, Director of Teaching and Learning, and new Executive Director to set academic goals before next September. Proposed goals need to be submitted by March 2025.

4. Part-Time Contracting Agreement with Antonio Kuklok & offer letter

1. Motion to Approve: Brooke Blomker
2. Seconded: Nikki Patterson
3. Further discussion:None
4. Vote: Unanimous, motion carried

Note: Once signed by all parties, agreement must be sent to authorizer.

5. Vote on new Executive Director contract

Conducted a phone interview, panel interview with board members and teachers present, and tonight's public interview with the board. Overall happy with the candidate pool. Seems to be a cultural fit at the school regarding communication, servant leadership mindset. Excited for her potential to grow the school and partner in the community.

Voting on extending an offer pending references. Will not move forward if Kara (HR Consultant) advises against moving forward based on reference checks.

1. Motion to Approve: Lydia Skadberg
2. Seconded: Nikki Patterson
3. Further discussion:None
4. Vote: Unanimous, motion carried

6. Jenny moved to move to closed meeting to complete Executive Director Evaluation under statute 13d.05. Executive Director general statement to the public is summarized below:

We reviewed, revised, and approved the final Executive Director performance review and public statement.

Public Summary:

Antonio has demonstrated effective leadership this school year. Collaborative efforts have grown between SPED and General Education have ensured equitable high-quality education for all students. Positive feedback from family surveys indicates high levels of student engagement and enjoyment at school. Additionally positive feedback from staff surveys indicates engaged staff and a positive work environment. Antonio has also ensured that all teachers meet necessary training and compliance requirements, with all required reports submitted timely.

In human resources, Antonio maintained a high percentage of licensed staff and effectively managed staff communication and evaluations. Operationally, he met all expectations, including passing audits and enhancing school safety.

Financially, the school operated in a budget deficit. Antonio took necessary steps to cut expenses during the school year when possible.

Antonio has consistently sought out ways to continually improve the school while partnering with stakeholders to ensure Three Rivers is delivering high-quality authentic Montessori education for all students. Antonio exemplifies the qualities of a servant leader, consistently prioritizing the needs of students and staff. His dedication to delivering high-quality, authentic Montessori education for all students remains at the forefront of his leadership approach, ensuring an enriching and inclusive learning environment.

Next year, board plans to set 3-5 non-negotiable objectives based on long-term strategic plan, the rest should be selected in collaboration with the Executive Director.

Motion to approve: Tim Rilrich  
Seconded: Nikki Patterson

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

1. Continued working session scheduled for July 16th, 6:00 PM.
2. Date, Time, Location of Next Regular Board Meeting - Tuesday, August 20th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
3. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

## **XI. ADJOURNMENT**

Motion to adjourn: Brooke Blomker  
Seconded: Tim Eilrich  
Add  
Meeting ended at: 9:25 PM