

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

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

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

Sent to OW - 07/11/2024 | Placed on Website - 07/11/2024

Approved on: 7/11/2024

I. CALL TO ORDER by: Jenny Hepokoski, Board Chair called meeting to order at 6:05 PM

II. ROLL CALL + DECLARATIONS OF CONFLICT OF INTEREST

1. Board Members Present + Declarations: Brooke Blomker, Tim Eilrich, Jenny Hepokoski present at 6:05 PM; Lydia Skadberg arrived at 6:13 PM
2. Board Members Absent: Nikki Patterson
3. Other Attendees: Sarah, Connie, Paula

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. Policy Discussion
 1. Grade Level Enrollment Policy
 2. Admissions Policy
 3. Harassment & Violence - Bullying Prohibition Policy
 4. Procurement Policy

V. CONSENT AGENDA

- a. APPROVAL: TRM Regular Board Meeting Minutes 06/18/2024
- b. APPROVAL: TRM Special Board Meeting Minutes 7/1/2024
- c. APPROVAL: Public summary of conclusions regarding the summative evaluation of Performance Review for Antonio Kuklok, 2023-2024 Executive Director

Consent Agenda - Approval

1. Lydia motioned to approve
2. Tim seconded
3. No additional discussion
4. Motion passed unanimously

VI. PUBLIC COMMENTS

None

VI. FINANCE COMMITTEE

- a. June Month End Financials
 - i. Review and approve prior month expenditures
 - 1. Discussion
 - a. Tim getting additional clarification ahead of the next meeting on pages 10-12 Journal Entry listings.
 - 2. Approval
 - a. Tim motioned to approve.
 - b. Lydia seconded the motion.
 - c. No additional discussion
 - d. Motion approved unanimously.

VII. INFORMATION ITEMS

- 1. Director of Operations Report:
 - a. 2024-2025 Enrollment
 - b. 2024-2025 Staffing
- 2. Executive Director's Report:
 - a. Benefits beginning 9-1-2024
 - b. Start of School Update
 - i. Prairie Park Popsicles and Pages Jul 24, 2024 4-7 PM
 - 1. Mascot voting
 - ii. Handbook updates
 - c. Family Survey
 - d. Policy Changes and Updates
 - i. Director Performance Evaluation Policy
 - e. Osprey Wilds Feedback
 - i. Discussion - Paula & Connie to confirm that Antonio & Anna submitted OW Environmental Literacy Plan
- 3. Update on lease reduction

VIII. WORK SESSION/DISCUSSION

- a. Policy Discussion
 - i. Grade Level Enrollment Policy
 - 1. Discussion
 - a. Paula recommended suspending the Grade level enrollment policy.
 - b. Tim - Initial policy was established
 - c. Discussed temporarily suspending the Grade Level Enrollment Policy. School Leadership will develop an updated guideline to be shared at the October board meeting.
 - i. Jenny motioned to approve suspending the grade level enrollment policy.
 - ii. Tim Eilrich seconded.
 - iii. No further discussion.
 - iv. Motion passed unanimously.
 - ii. Admissions Policy
 - 1. Discussion
 - a. School administration recommending the board update the policy to allow enrollment of students at any grade level, including sixth graders. Can always re-visit in the future if enrollment changes.
 - 2. Approval
 - a. Lydia motioned to approve

- b. Jenny seconded
 - c. No additional discussion
 - d. Motion passed unanimously
 - iii. Harassment & Violence - Bullying Prohibition Policy
 - 1. Discussion
 - a. Need to remove Antonio Kuklok's name from the policy. Several additional updates will be needed to this policy to align with updated MN DOE requirements.
 - 2. Approval
 - a. Lydia motioned to approve
 - b. Tim seconded.
 - c. No additional discussion
 - d. Unanimous vote to pass.
 - iv. Procurement Policy
 - 1. Discussion
 - a. Updates needed to comply with MN Department of Education updated requirements.
 - b. Procurement provisions - Executive Director bids are required for expenditures estimated at or above \$100,000 per year.
 - c. Purchases of goods using state funds - Purchases of \$5,000 or more require board approval.
 - d. Procurement of services using state funds - Purchases of \$5,000 or more require board approval.
 - 2. Approval
 - a. Lydia motioned to approve.
 - b. Jenny seconded
 - c. No additional discussion.
 - d. Unanimous motion to approve.
- b. TRM Authorizer Renewal Packet

X. BOARD TRAINING & DEVELOPMENT UPDATE

Would like to establish a future schedule for sharing training & development takeaways.

XI. REVIEW OF NEXT MEETING DATE

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

XI. ADJOURNMENT

Lydia Skadberg motioned to adjourn.
 Jenny Hepokoski seconded.
 No additional discussion.
 Motion carried.

Meeting ended at: 8:21 PM