

# THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, August 15th, 2023 at 6:00 p.m.

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

Sent to OW - 08/10/2023 | Placed on Website - 08/10/2023

Approved On: 09/19/202

**I. CALL TO ORDER** by Chairperson: Chris Castagneri at 6:02pm

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

1. Board Members Present + Declarations: Rose Blemeyer, no conflicts, Tim Eilrich, no conflicts, Josh Green, no conflicts, Brooke Blomker, no conflicts, Chris Castagneri, no conflicts
2. Board Members Absent: Lydia Skadberg, late arrived at 6:15
3. Other Attendees: Antonio Kuklok, Ex Officio, Katie Curtis Director of Teaching and Learning

## **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

Reviewed in Full with the board

## **IV. APPROVAL OF MEETING AGENDA**

### **1. ACTION ITEMS:**

- a. APPROVAL: Tonight's Meeting Agenda
  - i. Motion to approve: Tim Eilrich
  - ii. Seconded: Josh Green, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried

## **V. CONSENT AGENDA**

### **1. ACTION ITEMS:**

- a. APPROVAL: TRM Regular Board Meeting Minutes 6/20/23
  - i. Motion to approve: Rose Blemeyer
  - ii. Seconded: Brooke Blomker, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried
- b. APPROVAL: TRM Emergency Board Meeting Minutes 8/01/23
  - i. Motion to approve: Tim Eilrich
  - ii. Seconded: Lydia Skadberg
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried

- c. APPROVAL: Board Meeting Agenda Setting Process Policy (Board Calendar) - General discussion around items on the calendar and if items can be added, changed, moved. Agreed the language allows them to.
  - i. Motion to approve: Tim Eilrich
  - ii. Seconded: Lydia Skadberg, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried
- d. APPROVAL: Harassment and Violence Prohibition Policy Update - Josh Green stated addition of the wording to include discrimination based on ethnic hair is ridiculous, the ED rebutted stating that it is there because there have been incidents of discrimination based on ethnic hair so legislation was passed to require the addition of the wording
  - i. Motion to approve: Tim Eilrich
  - ii. Seconded: Josh Green, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried
- e. APPROVAL: Education program selection of Campbellsville University for Masters in Montessori Education for Nikki Patterson (K/1 Teacher): Discussion around why this is coming to the board and how the Academic Excellence committee handled it. Explanation around vague wording around what certification means in the past and now having a Montessori expert to vet these programs
  - i. Motion to approve: Rose Bleymeyer
  - ii. Seconded: Tim Eilrich, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried
- f. APPROVAL: Resignation of Angie Johnson from the Board of Directors
  - i. Motion to approve: Tim Eilrich
  - ii. Seconded: Brooke Blomker, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried
  - vi. APPROVAL: Resignation of Tim Eilrich from the Board of Directors as a parent member and reinstatement as a Community member: Look at term limits and where Rose and Tim stand, will check in on this with the authorizer, Tim explained his children are moving on but he sees value in TRM and wants to help it succeed by continuing on the board
    - 1. Motion to approve: Lydia Skadberg
    - 2. Seconded: Rose Bleymeyer, no further discussion
    - 3. All In Favor: All
    - 4. Opposed: None
    - 5. Unanimous vote motion carried
- g. APPROVAL: Osprey Wilds Contract Amendment: This was approved at the May board meeting, follow back up with OW, no vote needed and moved on to next item, Antonio will forward signed document to Osprey Wilds once complete.
  - i. Motion to approve:
  - ii. Seconded:
  - iii. All In Favor:
  - iv. Opposed:
- h. APPROVAL: Move \$26,102 from general fund to food service fund to close out SY 22'-23'- Required by auditors, common to have differences in funds, Questions about why this move needs to be made and will this happen again in the future. Confusion around the budget and reallocation process. Tim invited all board members to join the Finance meeting to learn more.
  - i. Motion to approve: Tim Eilrich

- ii. Seconded: Lydia Skadberg, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried
- i. APPROVAL: Staff Handbook for SY 23'-24' - Board Chair asked to update the wording "Superintendent" to Executive Director. The document was updated as such.
- i. Motion to approve: Lydia Skadberg
  - ii. Seconded: Josh Green, no further discussion
  - iii. All In Favor: All
  - iv. Opposed: None
  - v. Unanimous vote motion carried

## **VI. PUBLIC COMMENTS**

No public comments

## **VI. FINANCE COMMITTEE**

- a. June Month End Financials
- i. **ACTION ITEM:** Approve Prior Month Expenditures
    - 1. Motion to approve: Tim Eilrich
    - 2. Seconded: Lydia Skadberg, no further discussion
    - 3. All In Favor: All
    - 4. Opposed: None
    - 5. Unanimous vote, motion carried
  - ii. **ACTION ITEM:** Accept Prior Month Financial Report
    - 1. Motion to approve: Tim Eilrich
    - 2. Seconded: Lydia Skadberg, no further discussion
    - 3. All In Favor: All
    - 4. Opposed: None
    - 5. Unanimous vote, motion carried
- b. July Month End Financials
- i. **ACTION ITEM:** Approve Prior Month Expenditures
    - 1. Motion to approve: Tim Eilrich
    - 2. Seconded: Lydia Skadberg, no further discussion
    - 3. All In Favor: All
    - 4. Opposed: None
    - 5. Unanimous vote, motion carried
  - ii. **ACTION ITEM:** Accept Prior Month Financial Report
    - 1. Motion to approve: Tim Eilrich
    - 2. Seconded: Lydia Skadberg, no further discussion
    - 3. All In Favor: All
    - 4. Opposed: None
    - 5. Unanimous vote, motion carried

## **VII. INFORMATION ITEMS**

- 1. Enrollment Update
- 2. Building Update
- 3. Staffing Update
- 4. Audit Update

## **IX. DISCUSSION ITEMS**

- 1. Opening Enrollment for 5th Grade

## **ACTION ITEM:**

- a. Motion to approve: Tim Eilrich
  - b. Seconded: Lydia Skadberg, no further discussion
  - c. All In Favor: All
  - d. Opposed: None
  - e. Unanimous vote, motion carried
2. Midwest Studies Group Strategic Planning Session for the Board - In person either October 9th (Monday), 10th (Tuesday), 18th (Wednesday), or 19th (Thursday)- Looking at an 8am-12pm session, could do 4pm-8pm if absolutely necessary though this would cost more - **Agreed to Tuesday the 10th, 4pm-8pm**
3. Board Committee Assignments - Motion to accept board roles for Finance, Development, and Review Committees and deactivate the Academic Excellence Committee and shifting duties to school leadership.
- a. **ACTION ITEM: Assign Board Members and deactivate Academic Excellence Committee**
  - b. Motion to approve: Tim Eilrich
  - c. Seconded: Lydia Skadberg, no further discussion
  - d. All In Favor: All
  - e. Opposed: None
  - f. Unanimous vote, motion carried
    - i. Finance Committee - **Must be chaired by the Treasurer, Tim Eilrich and Josh Green**
      1. The Budget and Finance Committee shall be responsible for presenting an annual budget to the Board of Directors, making recommendations to the Board of Directors on long-range financial and facilities planning, monitoring contracts for bookkeeping services, ensuring compliance with state financial procedures, and such other duties as are deemed appropriate and necessary by the Board of Directors. The Budget and Finance Committee shall be chaired by the Treasurer.
    - ii. Development Committee (parent committee) - **Must be a board member who chairs this committee, Lydia Skadberg**
      1. The Development Committee shall plan and supervise all fundraising activities of the Corporation. The Development Committee shall be chaired by a Director. The Chair will work in collaboration with school leadership on all Development committee activities.
      2. Proposed: The Development Committee shall moderate communication in the officially designated Three Rivers Montessori Parent Committee Facebook page.
    - iii. Review Committee - **Board Chair must be on, Chris Castagneri, Rose Bleymeyer, and Brooke Blomker**

Proposed: The Review Committee shall work with the Executive Director to execute the review process, monitor goals established by the board of directors, execute offer letters for approval by the board of directors, and maintain communication with the board of directors. The review committee shall be chaired by the Board Chair.
    - iv. Academic Excellence Committee - **Vote to Remove within motion above**
      1. The Academic Excellence Committee shall be responsible for ensuring that overall curricular policy remains faithful to the Corporation's mission, for reviewing specific curriculum choices on a regular basis and making recommendations to the Board of Directors on adoption of curriculum materials, and such other duties as are deemed appropriate and necessary by the Board of Directors. (School Director proposal that this committee go dormant and responsibility shift to school leadership, academic and programming updates are built into the director's monthly reports and this becomes more hands in whereas the true definition stated above should fall to school leadership now that we are fully operational)
  - g. Board Training Plan - **No action taken**
    - i. **ACTION ITEM: Approve Regular Time**
      1. Motion to approve:
      2. Seconded:
      3. All In Favor:

4. Opposed:
4. Closed meeting in accordance with MN Stat. §13D.05 Subd. 3 to discuss closed meeting in accordance with MN Stat. §13D.05 Subd. 2 to discuss educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7 related to discrimination charges filed against the school with the US Equal Employment Opportunity Commission.
5. **ACTION ITEM:** Motion to move to closed session
  - a. Motion to approve: Chris motioned to move to closed Session in accordance with MN Stat. §13D.05 Subd. 3 to discuss closed meeting in accordance with MN Stat. §13D.05 Subd. 2 to discuss educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7 related to discrimination charges filed against the school with the US Equal Employment  
Seconded: Tim Eilrich
  - b. All In Favor: All
  - c. Opposed: None
  - d. Session moved to closed and recorded
6. Motion to return to Open Session
7. **ACTION ITEM:** Motion to move to open session
  - a. Motion to approve: Chris Castagneri motions to move to open session
  - b. Seconded: Tim Eilrich
  - c. All In Favor: All
  - d. Opposed: None
  - e. Meeting moved back to open session at 8:25pm

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, September 20th, 2023  
**6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

## **XI. ADJOURNMENT**

1. **ACTION ITEM:** Approve Regular Time
  - a. Motion to Adjourn: Lydia Skadberg
  - b. Seconded: Tim Eilrich
  - c. All In Favor: All
  - d. Opposed: None

Board Approved: Meeting adjourned at 8:34pm