

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, April 22nd, 2025 at 6:00 p.m.

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

Sent to OW - April 17th, 2025 | Placed on Website – April 17th, 2025

Approved on:

I. CALL MEETING TO ORDER

A. Pledge of Allegiance

B. Roll Call and Declaration of Conflict of Interest

- a. Board Members Present + Declarations: Brooke Blomker, Jan Creed, Patrick Locken, Lydia Skadberg, Jenny Hepokoski - 6:00 PM; Nikki Patterson, Tim Eilrich - 6:08 PM
- b. Board Members Absent:
- c. Other Attendees: Sarah Roell, Mike Rohloff, Sarah Roell, Chris Castagneri

C. Review of TRM Mission and Vision Statements

Mission: Empowering students to reach their full potential through Montessori learning.

Vision: Academic Excellence * Community Engagement * Environmental Stewardship

D. APPROVAL OF MEETING AGENDA

- a. Amendments to agenda:
 - i. Updated bylaws
 - ii. SLP Agreement with HHH Pediatric Therapy for next year
- b. Voted to approve
 - i. Motioned - Brooke Blomker
 - ii. Seconded - Patrick Locken
 - iii. No further discussion
 - iv. Motion carried unanimously

II. PUBLIC COMMENTS

The School Board welcomes input from community members. Those who are interested in addressing the School Board at a future meeting can contact the Executive Director. This formal process is intended for items requiring greater scrutiny and discussion from board members. Advance notice is required to allow for administrative staff to gather necessary supporting documents and information and to allow for adequate notice to board members and the general public of items that will be brought before the board for discussion.

III. GENERAL REPORTS

A. Finance Report

- a. Monthly Financials - Mindy Wachter
 - i. Report attached
 - ii. Voting to approve prior month financials
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Patrick Locken
 - 3. No further discussion

4. Motion carried unanimously
- B. North Risk Report -
 - a. Mike Rohloff joined Board meeting to speak from North Risk Partners. Works with many charter school clients.
 - b. Services offered - Workers comp, general liability, legal and HR hotline available at no charge, keep legal on retainer and only use when we need to, handbook updates for free, compliance dashboard that will help stay in compliance with state/federal law updates, video library that staff can use for free training online with test at the end.
- C. Review Governance Binder and School Board Training - Paula Henry
 - a. Reviewed overview of governance binder.
 - b. Will add board reflection discussion as agenda item on upcoming meeting agenda.
- D. Osprey Wilds Renewal Process - Brooke Blomker
 - a. Thank you to those who supported with the renewal process
 - i. Special thank you to Craig Kepler, Ember Reichgott Junge, Mindy Wachter, and 22Beacon for their support and insights.
- E. Executive Director Report
 - a. Monthly Report Attached
 - i. Executive Director Goals/Update
 1. Budget: Approving updated 2024-2025 budget in compliance with Osprey Wilds requirements tonight. Looking ahead to 2025-2026 - discussed ways to give teachers more prep time throughout the week, ways to ensure the building is being cleaned well.
 2. Staff Development: Careall training - 60 hours completed by many staff this year. Congratulations to staff who completed the training.
 3. Academics: Looking at materials/curriculum for next school year.
 4. North Risk - Broker and Advisor Proposal.
 5. Review Strategic Plan to be formally approved and discussion.
 6. Community Engagement - Parent Committee
 - a. Planning field day.
 - b. Talking with Parent Committee on raffle coming up.
 - c. Identifying a Parent Committee chair.
 7. Academics: MTSS and Data
 - a. Fastbridge testing two weeks from now
 8. Enrollment: 141 students for next year, reviewed options for different models of classroom groups and staffing projections.
 - ii. Enrollment and Lottery - Sarah Roell
 1. Discussed in-depth the enrollment projections for 2025-2026. Eight possible models presented for next year. Discussed budgetary savings of limiting to 5 classrooms instead of 6.
 2. Reviewed 2025-2026 proposed calendar. Decided to wait until next meeting to vote.
 - iii. Fundraising - Chris Castagneri
 1. Being discussed at parent committee meeting; discussed earlier in meeting.
 - iv. Environmental Update - Lydia Skadberg
 1. Teachers completing their projects for the year
- F. Academic Achievement Report

IV. BOARD MEMBER TRAINING & SELF-REFLECTION

- A. Recently completed trainings
- B. Upcoming opportunities for board training - See Osprey Wilds Board Member Book Study Opportunity

V. GOVERNANCE

- A. Policies: The School Board will be asked to review as a first reading the following policies as part of the annual review cycle.
 - a. 201 Application to Serve as a Board Member - Changing to 201 School Board Election Process - **first reading**
- B. Policies: The School board will be asked to approve these policies:
 - a. 413 Teacher and Staff Salary Schedule Policy (new)
 - i. Discussed how to handle existing employees who are above the salary schedule. Covered in the policy, will be handled year-to-year based on approved budget.
 - ii. Added: "Completion of Montessori training through an approved Montessori Training program moves the employee up one educational level. See Professional Development Plan for more information on acceptable programs. The Executive Director retains discretion over this adjustment."
 - iii. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. None opposed
 - 4. Motion carried unanimously
 - b. 408 TRM Time Off Policy (updates)
 - i. Update: 80 hours of carryover allowed. 14 days per year allowed for teachers.
 - ii. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. No additional discussion.
 - 4. Voting - in favor - Patrick, Tim, Brooke, Jenny. Opposed - Lydia, Jan, Nikki.

VI. Action Items

- A. Approve TRM Regular Board Meeting Minutes 3/25/2025
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Tim Eilrich
 - 3. No additional discussion
 - 4. Motion carried unanimously
- B. Approve Work Session Minutes 3/31/2025
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Tim Eilrich
 - 3. No additional discussion
 - 4. Motion carried unanimously
- C. Approve Work Session Minutes 4/8/2025
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Tim Eilrich
 - 3. No additional discussion
 - 4. Motion carried unanimously
- D. Approve Work Session Minutes 4/9/2025
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Tim Eilrich

- 3. No additional discussion
 - 4. Motion carried unanimously
- E. Approve Prior Month Financial Report (included)
 - a. Voting
 - 1. Motioned - Tim Eilrich
 - 2. Seconded - Nikki Patterson
 - 3. No additional discussion
 - 4. Motion carried unanimously
- F. Approve 2024-2025 Revised Budget
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Patrick Locken
 - 3. No additional discussion
 - 4. Motion carried unanimously
- G. Approve Prior Month Expenditures
 - a. Voting
 - 1. Motioned - Tim Eilrich
 - 2. Seconded - Nikki Patterson
 - 3. No additional discussion
 - 4. Motion carried unanimously
- H. Approve TRM's Strategic Plan 2025-2030
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Tim Eilrich
 - 3. No additional discussion
 - 4. Motion carried unanimously
- I. Approve hiring two or three new teachers for the 2025-2026 School Year to be determined by student enrollment numbers and model
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Lydia Skadberg
 - 3. No additional discussion
 - 4. Motion carried unanimously
- J. Approve hiring of new paraprofessional to replace resignation
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Lydia Skadberg
 - 3. No additional discussion
 - 4. Motion carried unanimously
- K. Approve School Calendar 2025-2026
 - a. Voting
 - 1. Motioned to postpone to next meeting - Tim Eilrich
 - 2. Seconded - Nikki Patterson
 - 3. No additional discussion
 - 4. Motion carried unanimously
- L. Approve North Risk Partners as TRM's Representative for Risk Management
 - a. Voting
 - 1. Motioned - Tim Eilrich
 - 2. Seconded - Patrick Locken
 - 3. Tim wanted to add that there is a value add from HR and legal standpoint that can save money
 - 4. Motion carried unanimously
- M. Approve Resources Occupational Therapy Services Agreement
 - a. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Patrick Locken
 - 3. No additional discussion
 - 4. Motion carried unanimously

- N. Approve the resignation/retirement of Teacher Jan Creed
 - a. Jan shared her letter she wrote to Jenny. She is honored to have the opportunity to work alongside so many committed individuals, wishes the board and school continued success.
 - b. Voting
 - 1. Motioned - Nikki Patterson
 - 2. Seconded - Tim Eilrich
 - 3. Brooke - Thank you Jan for all of your service and everything you've done for the school.
 - 4. Motion carried unanimously
- O. Approval of donations - none reported this month
- P. Approval of bylaws
 - a. Voting
 - i. Motioned - Lydia Skadberg
 - ii. Seconded - Patrick Locken
 - iii. No additional discussion
 - iv. Motion carried unanimously
- Q. Approval of HHH Pediatric Therapy service agreement for SLP services
 - a. Services will be provided in-house beginning next school year
 - b. Previous contract pricing was comparable
 - c. Voting
 - d. Motioned - Nikki Patterson
 - e. Seconded - Jan Creed
 - f. No additional discussion
 - g. Motion carried unanimously

VI. INFORMATION

- A. Upcoming Dates of Importance:
 - a. Field Trip - E1 April 23, 2025
 - b. Kindergarten/E2 Field Trip - April 29th
 - c. Teacher Appreciation Week - May 5-9
 - d. Teacher Appreciation Day is Tuesday May 6th
 - e. Memorial Day - May 26th, 2025
 - f. Field Day - May 29th/ Rain date is May 30th
 - g. Last day of school for students - Thursday June 5
 - h. Staff Development - Friday June 6 - last day for teachers
 - i. Board elections

j. Date of this year's board election:	<p> Month of April - Solicit Applications April 30 - Last day to submit an application May 2nd - Candidates posted to website and social media for public announcement May 2nd - Physical ballots sent home May 5th - Elections open; ballots to be physically returned in the School Lobby May 16th - Elections close at 3 PM May 20st - School Board Meeting - Results of the election announced July meeting - New members sworn in (or August meeting if there is not a July meeting) </p>	05/20/2024
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VII. REVIEW OF NEXT MEETING DATE

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

VIII. ADJOURNMENT

Motion to adjourn - Brooke Blomker
Seconded - Nikki Patterson
No additional discussion
Motion carried unanimously

Meeting ended at: 8:30 PM