

# **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