

# THREE RIVERS MONTESSORI CHARTER SCHOOL

## Regular Board Meeting Agenda

Tuesday, February 20th, 2024 at 6:00 p.m.

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

Sent to OW - 02/15/2024 | Placed on Website - 02/15/2024

Approved on: 03/19/2024

### I. CALL TO ORDER by: Chris Castagneri at 6:00pm

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

1. Board Members Present + Declarations: Brooke Blomker, no conflicts; Nikki Patterson, no conflicts; Jenny Hepokoski, no conflicts; Chirs Castagneri, no conflicts
2. Board Members Absent: Tim Eilrich, Lydia Skadberg
3. Other Attendees: Antonio Kuklok, Ex Officio; Katie Zehowski, TRM SPED Director

### 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: With additional agenda items added in orange
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Nikki Patterson
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried

### V. CONSENT AGENDA

#### 1. ACTION ITEMS:

- a. APPROVAL: TRM Regular Board Meeting Minutes 01/16/24
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Jenny Hepokoski
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried
- b. APPROVAL: Student Medication Policy
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Jenny Hepokoski
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried
- c. APPROVAL: Resignation of Josh Green as a board member effective 02/17/2024
  - i. Motion to Approve: Brooke Blomker
  - ii. Seconded: Jenny Hepokoski
  - iii. Further discussion: None
  - iv. Vote: Unanimous, Motion Carried

### VI. PUBLIC COMMENTS

None

## **VI. FINANCE COMMITTEE**

- a. January Month End Financials
  - i. **ACTION ITEM:** Approve Prior Month Financial Report
    - 1. Motion to Approve: Nikki Patterson
    - 2. Seconded: Brooke Blomker
    - 3. Further discussion: None
    - 4. Vote: Unanimous, Motion Carried
  - ii. **ACTION ITEM:** Approve Prior Month Expenditures
    - 1. Motion to Approve: Nikki Patterson
    - 2. Seconded: Jenny Hepokoski
    - 3. Further discussion: None
    - 4. Vote: Unanimous, Motion Carried
- b. Line of Credit Renewal Update
  - i. **ACTION ITEM:** Approve Line of Credit Draw for February 28 of \$50,000.00 per timetable set forth on page 9 (Cash Flow Projection Summary) of the Financial Packet
    - 1. Motion to Approve the \$50,000 line of credit draw for February 28th: Brooke Blomker
    - 2. Seconded: Nikki Patterson
    - 3. Further discussion: None
    - 4. Vote: Unanimous, Motion Carried
- c. Capital Improvement Subcommittee discussion - Tabled in Tim's Absence

## **VII. INFORMATION ITEMS**

- 1. Enrollment Update
- 2. Staffing Update
- 3. 2024-2025 Enrollment Update
- 4. MDE Food Service Review/Audit
- 5. Special Education Update with Katie Zehowski, SPED Director
- 6. NWEA Map Testing Results for Winter 2024

## **IX. DISCUSSION ITEMS**

- 1. APPROVAL: Children's House New Logo Design
  - a. Motion to Approve: Brooke Blomker
  - b. Seconded: Nikki Patterson
  - c. Further discussion: None
  - d. Vote: Unanimous, Motion Carried
- 2. APPROVAL: Executive Director/Board Relations Handbook
  - a. Motion to Approve: Nikki Patterson
  - b. Seconded: Brooke Blomker
  - c. Further discussion: None
  - d. Vote: Unanimous, Motion Carried
- 3. Policy Reviews - Tabled for March board meeting. Board members will review and take vote once all board members are present
  - a. Electronic Funds Transfer Policy - New, Authorizer mandated
  - b. Fund Balance Policy - New, Authorizer mandated
  - c. Teacher & Staff Evaluation Policy - New, Authorizer mandated
  - d. School Curriculum & Instructional Goals Policy - New, Authorizer mandated
  - e. Acceptance of Gifts/Donations Policy - New, Authorizer mandated
- 4. Sharing of ED Evaluation Rubric for 2023-2024

5. Update on 2024 Board Election Timelines and Details - Brooke created a staggered board seating chart that will allow for seats to term in a rotating fashion. The board will notify the public that there will be two open seats for election in May.
  - a. Annual Meeting on 05/21/2024 with election results to be shared  
Notes from previous meeting below:
    - i. *Seats are not currently staggered on the board roster, secretary will determine staggering and what seats are up for election this year*
    - ii. *Board discusses succession planning and questions what strategies to implement to gain new board members (advertising)*
    - iii. *Any members not looking to renew will let the board know before the February board meeting*
      1. *Approval of slated schedules: Nikki Motions to approve*
      2. *Seconded by Jenny Hepokoski*
      3. *Further Discussion: None*
      4. *Vote: Unanimous, motion carried*

#### 6. Board Roles for the 2024-2025 School Year - Members to consider

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, March 19th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
2. Agenda Items Request or Send to Board Chair

### **XI. ADJOURNMENT**

1. Motion to Adjourn: Nikki Patterson
2. Seconded: Brooke Blomker
3. Further Discussion: None
4. Vote: Unanimous, Motion Carried

Meeting ended at: Meeting ended at 7:37pm