

# THREE RIVERS MONTESSORI CHARTER SCHOOL

## Regular Board Meeting Agenda

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

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

Sent to OW - 01/11/2024 | Placed on Website - 01/11/2024

Approved on: 02/20/2024

**I. CALL TO ORDER** by: Brooke Blomker in Chairperson, Chris Castagneri's absence at 6:02pm

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

1. Board Members Present + Declarations: Lydia Skadberg, no conflicts; Josh Green, no conflicts; Time Eilrich, no conflicts; Nikki Patterson, no conflicts; Brooke Blomker, no conflicts
2. Board Members Absent: Chris Castagneri
3. Other Attendees: Anna Nation, Director of Teaching and Learning; Antonio Kuklok, Ex Officio, Executive 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
    - i. Motion to Approve: Brooke Blomker
    - ii. Seconded: Tim Eilrich
    - iii. Further Discussion: None
    - iv. Vote: Unanimous, Motion carried

## **V. CONSENT AGENDA**

1. **ACTION ITEMS:**
  - a. APPROVAL: TRM Regular Board Meeting Minutes 12/19/23
    - i. Motion to Approve: Tim Eilrich
    - ii. Seconded: Lydia Skadberg
    - iii. Further Discussion: None
    - iv. Vote: Unanimous, Motion carried

## **VI. PUBLIC COMMENTS**

None

## **VI. FINANCE COMMITTEE**

- a. December Month End Financials
  - i. **ACTION ITEM:** Approve Prior Month Financial Report
    1. Motion to Approve: Tim Eilrich
    2. Seconded: Lydia Skadberg

3. Further Discussion: None
4. Vote: Unanimous, Motion carried
- ii. **ACTION ITEM:** Approve Prior Month Expenditures
  1. Motion to Approve: Tim Eilrich
  2. Seconded: Lydia Skadberg
  3. Further Discussion: None
  4. Vote: Unanimous, Motion carried
- b. Line of Credit Renewal Update - Line of credit renewal in process, signatures to come in late January
- c. Capital Improvement Subcommittee discussion - Executive Director will send simple survey question to families/staff and return results at February Finance/board meeting

## **VII. INFORMATION ITEMS**

1. Enrollment Update
2. Staffing Update
3. 2024-2025 Enrollment Update
4. Crow River News Reader's Choice Award Winner for best Montessori school, 2024
  - a. Will be posted to Press and News Site:  
[https://www.hometownsource.com/press\\_and\\_news/](https://www.hometownsource.com/press_and_news/)
  - b. Window Clings to advertise our win
  - c. Exclusive advertising in the Readers' Choice Awards Publication

## **IX. DISCUSSION ITEMS**

1. APPROVAL: Jenny Hepokoski as a parent board member - Will check on her term designation and length
  - a. Motion to Approve: Lydia Skadberg
  - b. Seconded: Josh Green
  - c. Further Discussion: None
  - d. Vote: Unanimous, Motion carried
2. APPROVAL: TRM Bylaws - Updated
  - a. Motion to Approve: Lydia Skadberg
  - b. Seconded: Nikki Patterson
  - c. Further Discussion: None
  - d. Vote: Unanimous, Motion carried
3. APPROVAL: Children's House Employee Discount Program
  - a. TRM Preschool Estimates:
    - i. 20 seats = \$195,000.00 in total revenues
    - ii. 2 current staff discounts = -\$16,800.00
    - iii. Estimated Total Revenue = \$178,200.00
    - iv. Estimated expenses including teacher and EA benefits and supplies = -\$116,176.00
    - v. FY25 Total Estimated Program Profit = +\$62,024.00
  - b. Potential language to approve: *7 of the 20 Preschool seats qualify for the staff discount. Anything beyond 7 children would be brought to the board for approval.*
    - i. Motion to Approve: Brooke Blomker
    - ii. Seconded: Tim Eilrich
    - iii. Further Discussion: None
    - iv. Vote: Unanimous, Motion carried
4. Policy Reviews
  - a. Student Transportation Safety Policy - Update
    - i. Motion to Approve: Lydia Skadberg
    - ii. Seconded: Brooke Blomker
    - iii. Further Discussion: None
    - iv. Vote: Unanimous, Motion carried
  - b. Medication Policy - Update

- i. Updates suggested around language for Narcan, field trips and administration of medication, will update and bring to February meeting for a vote
- 5. Determine 2024 Board Election Timelines and Details
  - a. Annual Meeting on 05/21/2024 with election results to be shared
    - 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

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

1. Date, Time, Location of Next Regular Board Meeting - Tuesday, February 20th, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
  - a. Lydia Skadberg will be absent
2. Agenda Items Request or Send to Board Chair

## **XI. ADJOURNMENT**

- v. Motion to Adjourn: Brooke Blomker
- vi. Seconded: Tim Eilrich
- vii. Further Discussion: None
- viii. Vote: Unanimous, Motion carried

Meeting ended at 6:52pm