

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, May 20th, 2025 at 6:00 p.m.

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

Sent to OW – May 15th, 2025 | Placed on Website – May 16th, 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, Tim Eilrich, Lydia Skadberg, Jan Creed, Patrick Locken - 6:00 PM; Jenny Hepokoski - 6:14 PM
- b. Board Members Absent: Nikki Patterson
- c. Other Attendees: Paula Henry, Sarah Roell, Emily Edstrom-Moore, 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. Addition to agenda - Update to bylaws - annual meeting move to July
- b. Voting
 - i. Motioned - Tim
 - ii. Seconded - Patrick
 - iii. No additional 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

- i. Monthly Financials - Report attached
 - 1. Net income for the year is projected at \$134,723. This would result in a projected cumulative fund balance of \$218,211 or 11.3% of expenditures at fiscal year-end.
 - 2. Cash balance as of the reporting period is \$90,905, up from the previous month of \$87,078.
 - 3. Revenues under projection for the year; expenditures at 76.99% as of the end of the reporting period.
 - 4. Projected ending fund balance of \$218,211 at end of FY26.

- ii. FY2026 Budget Preview
 - 1. Projected expenditures FY26 \$2,339,158
 - 2. Projected surplus FY26 \$61,928
 - 3. Based on 140 ADM
- B. Review Governance Binder and School Board Training
 - a. Osprey Wilds Checklist and Exhibit S - Paula Henry
- C. Executive Director Report
 - a. Monthly Report Attached
 - i. Executive Director Goals/Updates
 - 1. Staffing
 - a. Hiring three teachers for the fall
 - b. Reviewing school schedule to maximize staff coverage
 - 2. Procurement
 - a. Reviewing food service
 - 3. Read Act and Literacy Lead
 - a. Required to have a literacy lead
 - 4. Legislative overview
 - 5. Governance
 - a. Reviewed Osprey Wilds Contract Exhibits
 - b. Review Policies on agenda to be approved
 - c. Review School Calendar 2025-2026 to be approved
 - 6. Community/Family Engagement
 - 7. Academic Achievement Report
 - 8. 2025-2026 calendar review
 - a. Adding board meetings to calendar
 - b. Adding open house to calendar
 - ii. Enrollment - Sarah Roell
 - 1. Currently 139 ADM enrolled
 - 2. 3 Students on waiting list for lower elementary
 - iii. Fundraising - Chris Castagneri
 - 1. Raffle - Gross receipts of \$12,640, net profit of \$6,051.13 after expenses and prizes.
 - 2. Parent Leadership Team (PLT) - focused on field day preparation.
 - 3. Pathfinders - Proposed pricing:
 - a. First Student \$21/day until 3:15 PM, \$26 per day until 5 PM
 - b. Second+ Student 10% discount
 - c. Suggestion - adding a cutoff time for car line - after cutoff parent will be charged for pathfinders
 - d. Will vote on finalized Pathfinders pricing at June board meeting. Board members should send additional suggestions to Chris Castagneri the Pathfinders coordinator.
 - iv. Environmental Education Update – Lydia Skadberg
 - 1. Every teacher meeting their goals for the year
 - 2. E2 started composting, gardens being planted.
 - 3. Parent day coming up to see projects.
 - 4. SCORE Grant being submitted.
 - b. Academic Achievement Report
 - i. MCA and Fastbridge Data

IV. BOARD MEMBER TRAINING & SELF-REFLECTION

- A. Recently completed trainings
 - a. Brooke sending out Board of Directors training tracker spreadsheet to board members to review their progress.
- B. Upcoming opportunities for board training - See Osprey Wilds Board Member Book Study Opportunity and Courses beginning in June 2025

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. Current bylaws: Annual Meeting. An annual meeting shall be held in May for the purpose of electing Directors, officers and standing committee chairs for the upcoming year, making and receiving reports on corporate affairs, and transacting such other business as comes before the meeting. This meeting must be held on a day when school is in session.
 - b. Proposed bylaws: Annual Meeting. An annual meeting shall be held in May for the purpose of electing Directors. An annual meeting shall be held in July for the purpose of electing officers and standing committee chairs for the upcoming year, making and receiving reports on corporate affairs, and transacting such other business as comes before the meeting.
 - c. Brooke reviewed and confirmed update is compliant with MN Statute 124E.07 available at <https://www.revisor.mn.gov/statutes/cite/124E.07> .
- B. Policies: The School board will be asked to approve these policies and/or changes:
 - a. 101 Admissions Policy eliminate - included in Policy 102 Application, Enrollment, and Lottery Policy and 510 Student Promotion
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Discussion - none
 - 4. Motion carried unanimously
 - b. 106 Early K1 Admissions Policy - eliminate - included in Policy 102 Application, Enrollment, and Lottery Policy and 510 Student Promotion
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Tim Eilrich
 - 3. Discussion - none
 - 4. Motion carried unanimously
 - c. 201 Application to Serve as a Board Member - Changing to 201 School Board Election Process
 - i. Voting
 - 1. Motioned - Lydia Skadberg
 - 2. Seconded - Patrick Locken
 - 3. Discussion - none
 - 4. Motion carried unanimously
 - d. 212 School Board Data and Privacy Requirements Policy updated
 - i. Voting
 - 1. Motioned - Lydia Skadberg
 - 2. Seconded - Patrick Locken
 - 3. Discussion - none
 - 4. Motion carried unanimously
 - e. 407 Nepotism Policy updated
 - i. Voting
 - 1. Motioned - Tim Eilrich
 - 2. Seconded - Jan Creed
 - 3. Discussion - none
 - 4. Motion carried unanimously
 - f. 510 Student Promotion, Acceleration, Retention and Early Kindergarten Admission - updated
 - i. Voting
 - 1. Motioned - Brooke Blomker
 - 2. Seconded - Lydia Skadberg

- 3. Discussion - none
 - 4. Motion carried unanimously
- g. 711 Record Retention
 - i. Voting
 - 1. Motioned - Lydia Skadberg
 - 2. Seconded - Jan Creed
 - 3. Discussion - none
 - 4. Motion carried unanimously
- h. 901 Student Data Privacy Policy updated
 - i. Voting
 - 1. Motioned - Lydia Skadberg
 - 2. Seconded - Patrick Locken
 - 3. Discussion - none
 - 4. Motion carried unanimously
 - i. Postponement of officer elections to July meeting
 - i. Motioned - Tim Eilrich
 - ii. Seconded - Patrick Locken
 - iii. No additional discussion
 - iv. Motion carried unanimously

VI. Action Items

- A. Approve TRM Regular Board Meeting Minutes 4/22/2025
 - Voting
 - i. Motioned - Tim Eilrich
 - ii. Seconded - Patrick Locken
 - iii. No additional discussion
 - iv. Motion carried unanimously
- B. Approve Prior Month Financial Report (included)
 - Voting
 - i. Motioned - Tim Eilrich
 - ii. Seconded - Lydia Skadberg
 - iii. No additional discussion
 - iv. Motion carried unanimously
- C. Approve Prior Month Expenditures
 - Voting
 - i. Motioned - Tim Eilrich
 - ii. Seconded - Jan Creed
 - iii. No additional discussion
 - iv. Motion carried unanimously
- D. Approve School Calendar 2025-2026 with changes (adding board meetings, open house, changing color coding)
 - Voting
 - i. Motioned - Lydia Skadberg
 - ii. Seconded - Patrick Locken
 - iii. No additional discussion
 - iv. Motion carried unanimously
- E. Approve resignation of teacher Cassie Zezulka
 - Voting
 - i. Motioned - Brooke Blomker
 - ii. Seconded - Jan Creed
 - iii. No additional discussion
 - iv. Motion carried unanimously
- F. Approve Updated Articles of Incorporation reviewed by Attorney Craig Kepler
 - Voting
 - i. Motioned - Tim Eilrich

- ii. Seconded - Patrick Locken
 - iii. No additional discussion
 - iv. Motion carried unanimously
- G. Approve Exhibit D, E, F as part of Osprey Wilds Contract beginning 2025
 - Voting
 - i. Motioned - Jan Creed
 - ii. Seconded - Lydia Skadberg
 - iii. No additional discussion
 - iv. Motion carried unanimously
- H. Approve contract for nursing services with Navigate Care Consulting
 - Voting
 - i. Motioned - Lydia Skadberg
 - ii. Seconded - Patrick Locken
 - iii. No additional discussion
 - iv. Motion carried unanimously
- I. Approve Pathfinders Schedule of Fees for 2025-2026
 - Motioned to postpone voting to June meeting pending changes
 - i. Motioned - Brooke Blomker
 - ii. Seconded - Jan Creed
 - iii. No additional discussion
 - iv. Motion carried unanimously
- J. School Board Election - Results and Approve New School Board Candidate Daniel Haugen, parent board member
 - Voting
 - i. Motioned - Lydia Skadberg
 - ii. Seconded - Brooke Blomker
 - iii. No additional discussion
 - iv. Motion carried unanimously
 - Jenny Hepokoski to follow
- K. Approval of donations
 - a. Raffle donations - \$6,051.13 profit
 - Voting
 - i. Motioned - Tim Eilrich
 - ii. Seconded - Lydia Skadberg
 - iii. No additional discussion
 - iv. Motion carried unanimously

VI. INFORMATION

- A. Upcoming Dates of Importance:
 - a. Memorial Day - May 26th, 2025
 - b. Field Day - May 29th/ Rain date is May 30th
 - c. Last day of school for students - Thursday June 5
 - d. Staff Development - Friday June 6 - last day for teachers
 - e. Elk RiverFest Booth - July 26, 2025
 - f. Board officer elections - July meeting

VII. REVIEW OF NEXT MEETING DATE

- 1. Date, Time, Location of Next Regular Board Meeting - Tuesday June 17th, at **6:00 p.m.**
Location: At Three Rivers Montessori
- 2. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

VIII. ADJOURNMENT

Motioned to adjourn -

Motioned - Tim Eilrich

Seconded - Lydia Skadberg

No additional discussion

Meeting adjourned unanimously

Meeting ended at: 7:34 PM