

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, September 17, 2024 at 6:00 p.m.

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

Sent to OW - 09/12/2024 | Placed on Website - 09/12/2024

Approved on: 10/22/24

I. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call and Declaration of Conflict of Interest - Called to order at 6:02 PM
 - a. Board Members Present + Declarations: Jenny Hepokoski, Brooke Blomker, Patrick Locken, Jan Creed, Lydia Skadberg
 - b. Board Members Absent: Tim Eilrich, Nikki Patterson
 - c. Other Attendees: Dr Paula Henry, Sarah Roell
- C. Review of TRM Mission and Vision Statements

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

Vision: Academic Excellence * Community Engagement * Environmental Stewardship

- D. APPROVAL OF MEETING AGENDA
 - a. Motioned to approve - Lydia Skadberg
 - b. Seconded motion - Brooke Blomker
 - c. None opposed
 - d. Motion carried unanimously

II. PUBLIC COMMENTS

None

III. GENERAL REPORTS

- A. Finance Report
 - a. School's projected net income for the year is \$100,838. This would result in a projected cumulative fund balance of \$184,325 for 8.9% of expenditures at fiscal-year end.
 - b. Working budget was adjusted after much considerations, which keeps us out of SOD status and helps us sustain cash throughout FY25.
- B. Executive Director Report
 - a. Recognizing School Board Members
 - i. Paula thanked Three Rivers Montessori's board members for serving - in Honor of School Board Recognition Month
 - b. Recognizing New Members
 - i. Welcome to Patrick Locken, new Parent Board Member
 - ii. Welcome to Jan Creed, new Teacher Board Member
 - c. Monthly Report

- i. Discussed process for revising and approving school policies. Will continue the practice of the Executive Director submitting the policy, reviewing at a board meeting, then voting on the finalized policy at the following board meeting.
- ii. Paula discussed board's fiscal responsibility; board's role in approving new hires
- iii. Board Education
 - 1. The following five questions should guide a charter board's financial oversight approach:
 - 1. How does actual enrollment compare to budgeted enrollment?
 - 2. Are actual revenues and expenditures consistently with the budgeted amounts?
 - 3. Do we have enough cash to cover expenses for the coming months?
 - 4. Are we achieving our desired student outcomes?
 - 5. Is the school spending public funds appropriately and in compliance with relevant laws and regulations?
- iv. Teacher workshop
 - 1. Paula proposing to allocate upcoming scheduled teacher work days toward the state's required CARIEALL Advanced Language and Learning training
 - a. October 17
 - b. October 18
 - c. November 4
 - d. November 5
- v. Osprey Wilds Renewal Visit - 10-8-2024
 - 1. Board member attendance - Brooke Blomker and Jenny Hepokoski will attend
 - 2. Parent attendance - will need five parents to attend
- vi. MCA Data
 - 1. Last year's MCA data below state average
 - 2. Discussed TRM's student population - last year 25%+ of the student population receives SPED services;
 - 3. Adding fastbridge assessment this year
 - 4. Actions being taken -
 - a. AmeriCorps will be starting next month
 - b. Monthly PLC Teacher meetings and monthly staff meetings being held to develop goals and plans for improvement
 - c. More writing activities; writing buddies
- C. Director of Operations Report
 - a. Enrollment
 - i. 120 ADM as of today, plus 8 preschoolers
- D. Environmental Education Report from Lydia Skadberg

IV. GOVERNANCE

- A. Executive Director Goals - The School Board will be asked to approve some or all of these goals. (See document)
 - i. Governance
 - 1. Standard 1.b - Goals and/or Strategic Plan
 - ii. School Finances
 - 1. Standard 2.a - Budget Development and Maintenance
 - 2. Standard 2.b - Financial Statements
 - iii. Communication and Community Relationships
 - 1. Standard 3.a - Relationships with the Community

- 2. Standard 3.b - Engagement
 - 3. Standard 3.f - Visibility & Approachability
 - iv. Teaching & Learning
 - 1. Standard 6.a - Staff Development
 - 2. Standard 6.b - School Improvement
 - b. Voting on Executive Director goals for 2024-2025 School Year
 - i. Motioned to approve - Lydia Skadberg
 - ii. Seconded motion - Brooke Blomker
 - iii. None opposed
 - iv. Motion carried
- B. Policies: The School Board will be asked to review as a first reading the following policies as part of the annual review cycle.
- a. 901 Student Data Privacy Policy - Review with no changes
 - i. Voting
 - 1. Motioned to approve - Lydia Skadberg
 - 2. Seconded - Jenny Hepokoski
 - 3. None opposed
 - 4. Motion carried unanimously
 - b. 803 Non-Sectarian Religious Accommodation Policy - Review with no changes
 - i. Voting
 - 1. Motioned to approve - Lydia Skadberg
 - 2. Seconded - Brooke Blomker
 - 3. None opposed
 - 4. Motion carried unanimously
 - c. 105 Whistle Blower Policy - Review with no changes
 - i. Voting
 - 1. Motioned to approve - Lydia Skadberg
 - 2. Seconded - Jenny Hepokoski
 - 3. None opposed
 - 4. Motion carried unanimously
 - d. 505 Pledge of Allegiance - Review with no changes
 - i. Voting
 - 1. Motioned to approve - Jenny Hepokoski
 - 2. Seconded - Lydia Skadberg
 - 3. None opposed
 - 4. Motion carried unanimously
 - e. 403 Dress Code Policy - Review with changes
 - i. Brooke Blomker suggested additional language regarding Montessori and care of self be added (i.e. children need to be able to pull pants on/off for bathroom, tie their own shoes if they have laces, etc.) - sending language example to Paula and Sarah as a follow-up
 - ii. Paula suggested updating policy to include that parent will be informed first, prior to speaking with child

V. Action Items

- A. Approve TRM Regular Board Meeting Minutes 8/20/2024
 - a. Voting
 - i. Motioned to approve - Lydia Skadberg
 - ii. Seconded - Jenny Hepokoski
 - iii. None opposed
 - iv. Motion carried unanimously
- B. Approve Prior Month Financial Report
 - a. Voting
 - i. Motioned to approve - Lydia Skadberg
 - ii. Seconded - Brooke Blomker
 - iii. None opposed

- iv. Motion carried unanimously
- C. Approve Prior Month Expenditures
 - a. Voting
 - i. Motioned to approve - Lydia Skadberg
 - ii. Seconded - Brooke Blomker
 - iii. None opposed
 - iv. Motion carried unanimously
- D. Approve transfer of funds to food service from the general fund \$22,561.16
 - a. Voting
 - i. Motioned to approve - Lydia Skadberg
 - ii. Seconded - Jenny Hepokoski
 - iii. None opposed
 - iv. Motion carried unanimously
- E. Approve Personnel
 - a. None at this time
- F. Approvals
 - a. Financial - None at this time
 - b. Approval of donations
 - 1. Roske Family - balls, floor seating, school supplies
 - 2. Mike Roell - Vacuum Cleaner
 - 3. Book Baskets - Anonymous
 - 4. Play Structure - Sapna Puri
 - ii. Voting
 - 1. Motioned to approve - Lydia Skadberg
 - 2. Seconded - Jenny Hepokoski
 - 3. None opposed
 - 4. Motion carried unanimously

VI. INFORMATION

- A. Upcoming Date of Importance
 - a. Osprey Wilds Renewal Visit October 8th, 2024
 - b. Wednesday October 16th, Finance Committee Meeting 4:00 PM
 - c. Student/family Conferences - October 15th and 16th
 - d. MEA October 17th and 18th

VII. REVIEW OF NEXT MEETING DATE

- 1. Date, Time, Location of Next Regular Board Meeting - Tuesday, October 21st, 2024 **6:00 p.m.** Location: At Three Rivers Montessori
- 2. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

VIII. ADJOURNMENT

Voting

- 1. Motioned to adjourn - Lydia Skadberg
- 2. Seconded - Jenny Hepokoski
- 3. None opposed
- 4. Motion carried unanimously

Meeting ended at: 7:57