

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

Tuesday, January 21, 2025 at 6:00 p.m.

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

Sent to OW - 1/16/2025 | Placed on Website – 1/16/2025

Approved on: 1/16/2025

I. CALL MEETING TO ORDER

A. Pledge of Allegiance

B. Roll Call and Declaration of Conflict of Interest

- a. Board Members Present + Declarations: Nikki Patterson, Lydia Skadberg, Jan Creed, Brooke Blomker - 6:05 PM, Jenny Hepokoski - 6:11 PM
- b. Board Members Absent: Tim Eilrich, Patrick Locken
- c. Other Attendees: Paula Henry, Sarah Roell

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. Motioned - Nikki Patterson
- b. Seconded - Lydia Skadberg
- c. Opposed - None
- d. Motion carried unanimously

II. PUBLIC COMMENTS

None

III. GENERAL REPORTS

A. Finance Report

- a. Monthly Financials
 - i. Report attached
 - 1. Current enrollment: 115 ADM
 - 2. 2025-2026 Enrollment
 - a. 93 confirmed returning, 31 new applications
 - b. Lottery drawing to be held March 10th
 - c. Considering holding an Open House style night for accepted new families after the lottery

B. Executive Director Report

- a. Monthly Report
 - i. Executive Director Goals/Update
 - ii. Assessment Dates
 - iii. Parent Meeting and Feedback

1. Nearly 30 parents attended, almost everyone signed up to join a committee.
2. Discussed fundraising and the need for parent engagement.
- iv. Osprey Wilds Renewal Evaluation Draft
 1. Three Rivers Montessori (TRM) demonstrated declining academic performance through the term of the contract. One indicator exceeded target (Mission Related Outcomes), two indicators met target (Reading Growth and Math Growth), and the remaining four indicators did not meet target (Reading Proficiency, Math Proficiency, Science Proficiency and Growth, and Attendance). The school maintained performance ranking levels for almost all indicators except one, with Attendance moving from Approaches to Does Not Meet.
 2. Paula: We have already begun seeing improvements in the current school year. We have also updated our measures to use assessments that are more reflective of student performance and improvement, switching from MCA scores to FastBridge assessments.
 3. We have until February 5th to respond. Paula will send her response to the board for feedback before sending.
- v. New Business:
 1. Bylaws Updated and Discussion
 - a. New law limits board members to a maximum of 10-years serving as a board member. Discussed that being a new charter school, the school would benefit from longer board term limits. Paula will update bylaws ahead of next meeting to reflect that board members would be limited to serving 10 years.
 2. WBWF Update in progress
 3. Lottery – Tours and Process – Sarah Roell
 - a. Lottery drawing to be held March 10th.
 - b. Considering holding an Open House style night for accepted new families after the lottery.
 4. Forecasting 2025-2026 Budget
 - a. Paula emailed staff asking for their budget requests/suggestions for the coming year. Paula will compile and bring to the board, Mindy should join.
 5. Salaries and Benefits for 2025-2026
 - a. Teacher and Staff Pay Scale Policy
 - i. Reviewed proposed first draft of Teacher and Staff Pay Scale Policy. Proposed draft would allow us to bring any teachers or staff up to the pay scale, and still leave room for an across-the-board increase for any teachers who may be above the proposed pay scale.
 - ii. Pay scale for initial rollout would be capped at Step 5 and MA+15. Board should review policy annually and expand/update.
 - iii. Would incentivize Montessori training.
 6. Montessori Teacher Qualifications - Professional Development Plan 2025-2026 - Draft Policy
 - a. Montessori Teacher Training and Hiring Expectations
 - i. Reviewed proposed new Professional Development Plan policy.
 - ii. Proposes teachers seek preapproval and report progress to administration on university programs and credits, clock hours and for workshops, documented videos and readings.

- b. Professional Development Plan
 - c. Proposes give days to attend Montessori PD. New teacher mentorship.
 - d. School-provided instruction on MTSS and PBIS, Positive Classroom Management, SPED, and related mandatory training.
- 7. School website renewal
 - a. Payment to Hubbli (website) is due soon. Considering going to GoDaddy instead, would save money.
 - i. Hubbli - \$5,000 annually
 - ii. GoDaddy - \$180 for first year, \$360 for subsequent years.
 - b. Sarah showed a draft of the new website on GoDaddy.
- 8. Vision for our programing 2025-2026 (specialists)
 - a. Parent feedback/survey will be going out to families soon.

IV. 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. 102 Application, Enrollment, and Lottery Policy – First Reading
 - b. 510 Retention and Early Entrance – First Reading
 - c. 513 Student Cell Phone Policy - First Reading
- B. Policies: The School board will be asked to approve these policies:
 - a. 512 School Sponsored Student Publications and Activities
 - i. Motioned - Lydia Skadberg
 - ii. Seconded - Nikki Patterson
 - iii. Opposed - None
 - iv. Motion carried unanimously

V. Action Items

- A. Approve TRM Regular Board Meeting Minutes 12/17/2024
 - Motioned - Lydia Skadberg
 - Seconded - Nikki Patterson
 - Opposed - None
 - Motion carried unanimously
- B. Approve Prior Month Financial Report (included)
 - Motioned - Nikki Patterson
 - Seconded - Lydia Skadberg
 - Opposed - None
 - Motion carried unanimously
- C. Approve Prior Month Expenditures
 - Motioned - Nikki Patterson
 - Seconded - Jan Creed
 - Opposed - None
 - Motion carried unanimously
- D. Approve Updated TRM Bylaws with changes
 - Will revise verbiage and vote at the next meeting.
- E. Approval of donations
 - a. None this month

VI. INFORMATION

A. Upcoming Dates of Importance:

- a. February 28th - Senior Citizens Day Reading Together
- b. February – I love to Read Month
- c. February 17th 2025 President's Day – No School
- d. February 18th 2025 – School Board meeting
- e. February 18th 2025 – Teacher Workshop – No School

VII. REVIEW OF NEXT MEETING DATE

- 1. Date, Time, Location of Next Regular Board Meeting - Tuesday, February 18th, 2025 at **6:00 p.m.** Location: At Three Rivers Montessori
- 2. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

VIII. ADJOURNMENT

Motioned - Nikki Patterson
Seconded - Lydia Skadberg
None opposed
Motion carried unanimously

Meeting ended at: 8:09 PM