

THREE RIVERS MONTESSORI CHARTER SCHOOL

Regular Board Meeting Agenda

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

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

Sent to OW - 08/15/2024 | Placed on Website - 08/15/2024

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: Nikki Patterson, Tim Eilrich, Lydia Skadberg, Brooke Blomker
 - b. Board Members Absent: Jenny Hepokoski
 - c. Other Attendees: Connie, Paula, Sarah
- 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 - Nikki
 - b. Seconded - Lydia
 - c. No additional discussion
 - d. Unanimous vote

II. PUBLIC COMMENTS

None

III. GENERAL REPORTS

- A. Executive Director Report
 - a. Successful volunteer day last Saturday. The board would like to thank everyone who volunteered last weekend on the volunteer day.
 - b. Staff have been working hard to prepare for the new year.
 - c. Board to review this year's Executive Director Goals
 - d. Paula shared updated FY budget projection based on some recent cuts/adjustments. Projected net income for this year \$100,838. Cash flow looks good for the end of the year, but will need the line of credit open as a buffer for cash flow.
- B. Director of Operations Report
 - a. 121 confirmed ADM for enrollment for September
 - b. Potential of 128 ADM when considering some pending applications for new students

IV. GOVERNANCE

- A. Executive Director Goals - The School Board will be asked to discuss possible goals for the 2024-2025 school year, and to approve some or all of these goals at the September 17th, school board meeting.
 - a. Governance
 - i. Standard 1.b - Goals and/or Strategic Plan
 - b. School Finances
 - i. Standard 2.a - Budget Development and Maintenance
 - ii. Standard 2.b - Financial Statements
 - c. Communication and Community Relationships
 - i. Standard 3.a - Relationships with the Community
 - ii. Standard 3.b - Engagement
 - iii. Standard 3.f - Visibility & Approachability
 - d. Teaching & Learning
 - i. Standard 6.a - Staff Development
 - ii. Standard 6.b - School Improvement
 - e. Notes
 - i. Board to review and will vote on final objectives in December
- 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. None at this time
- C. Review and Discuss School Board Candidate Applications
 - a. Patrick Locken - Parent - Board term - September 2024 - June 30, 2027
 - i. Motioned - Lydia
 - ii. Seconded - Nikki
 - iii. No additional discussion
 - iv. Unanimous vote
 - b. Jan Creed - Teacher - September 2024 - June 30, 2027
 - i. Motioned - Lydia
 - ii. Seconded - Nikki
 - iii. No additional discussion
 - iv. Unanimous vote
 - c. Anna Nation - St. Paul Resident
 - i. No additional seats available, Brooke to email Anna
- D. School Board Committee Finance Report and Discussion

V. ACTION ITEMS

- A. Approve TRM Regular Board Meeting Minutes 07/16/24 and 8/05/2024
 - a. Vote
 - i. Motioned to approve - Nikki
 - ii. Seconded - Tim
 - iii. No additional discussion
 - iv. Unanimous vote to approve
- B. Approve Prior Month Financial Report
 - a. Vote
 - i. Motioned to approve - Lydia
 - ii. Seconded - Lydia
 - iii. No additional discussion
 - iv. Unanimous vote to approve
- C. Approve Prior Month Expenditures
 - a. Vote
 - i. Motioned to approve - Time
 - ii. Seconded - Lydia
 - iii. No additional discussion
 - iv. Unanimous vote to approve

D. Approve Personnel

- a. Recommend to approve a new substitute custodian as an independent contractor as needed (less than 5 -10 hours per month).
 - i. Vote
 1. Motioned to approve - Lydia
 2. Seconded - Nikki
 3. No additional discussion
 4. Unanimous vote to approve
- b. Recommend the School Board approves as presented, as appropriate, per contracts, salary, and benefits and an acceptable background check.
 - i. Sophie Lund - Long Term Substitute - Social Skills Teacher
 1. Vote
 - a. Motioned to approve - Brooke
 - b. Seconded - Lydia
 - c. No additional discussion
 - d. Unanimous vote to approve

E. Approvals

- a. Approval of Osprey Wilds Authorizer fee - Total annual fee of \$13,870.31 - paying first half = \$6,935.15
 - i. Vote
 1. Motioned to approve - Nikki
 2. Seconded - Brooke
 3. No additional discussion
 4. Unanimous vote to approve
- b. Approval of Osprey Wilds- revised new mission related measure
 - i. Will no longer be conducting executive function testing, and will now use a student survey which includes student self-reports. This change was suggested by Osprey Wilds.
 - ii. Vote
 1. Motioned to approve - Nikki
 2. Seconded - Lydia
 3. No additional discussion
 4. Unanimous vote to approve
- c. Approval of Osprey Wilds-Recertification
 - i. Vote
 1. Motioned to approve - Brooke
 2. Seconded - Nikki
 3. No additional discussion
 4. Unanimous vote to approve
- d. Approval of TRM Handbooks
 - i. MTSS
 1. Vote
 - a. Motioned to approve - Lydia
 - b. Seconded - Brooke
 - c. No additional discussion
 - d. Unanimous vote to approve
 - ii. TRM Process and Procedure
 1. Vote
 - a. Motioned to approve - Brooke
 - b. Seconded -
 - c. No additional discussion
 - d. Tim Eilrich would like more time to review and abstained from the vote
 - e. Unanimous vote to approve
 - iii. Children's House Process and Procedure
 1. Vote

- a. Motioned to approve - Brooke
 - b. Seconded - Lydia
 - c. No additional discussion
 - d. Tim Eilrich would like more time to review and abstained from the vote
 - e. Unanimous vote to approve
- iv. Family Handbook
 - 1. Vote
 - a. Motioned to approve - Brooke
 - b. Seconded - Lydia
 - c. No additional discussion
 - d. Tim Eilrich would like more time to review and abstained from the vote
 - e. Unanimous vote to approve
- v. Employee Handbook (Recommend reviewing and discussion before approval)
 - 1. Jury Duty policy update
 - a. Vote
 - i. Motioned to approve - Lydia
 - ii. Seconded - Nikki
 - iii. No additional discussion
 - iv. Tim Eilrich would like more time to review and abstained from the vote
 - v. Unanimous vote to approve
- e. Approval of donations
 - i. 180 Lunch trays - anonymous
 - ii. Painting supplies - anonymous
 - 1. Vote
 - a. Motioned to approve -
 - b. Seconded -
 - c. No additional discussion
 - d. Unanimous vote to approve
 - iii. Vote
 - 1. Motioned to approve - Nikki
 - 2. Seconded - Tim
 - 3. No additional discussion
 - 4. Unanimous vote to approve

VI. INFORMATION

- A. Volunteer Day Saturday August 17th - Thank you to all volunteers
- B. Upcoming Date of Importance
 - a. August 19, Teacher and Salaried Staff Workshop
 - b. August 26, All Staff Workshop
 - c. August 28, Open House 3-6pm
 - d. September 3, 2024-2025 School year start date
- C. Board training compliance
 - a. Please review the training requirements and register for Osprey Wilds September training as needed.

VII. REVIEW OF NEXT MEETING DATE

- 1. Date, Time, Location of Next Regular Board Meeting - Tuesday, September 17th, 2024
6:00 p.m. Location: At Three Rivers Montessori
- 2. Agenda Items Request or Send to Board Chair, Jenny Hepokoski

VIII. ADJOURNMENT

- iv. Vote
 - 1. Motioned to approve - Lydia
 - 2. Seconded - Nikki
 - 3. No additional discussion
 - 4. Unanimous vote to approve

Meeting ended at: