

Three Rivers Community School District, St. Joseph County
Minutes of the Board of Education Work Session & Regular Meeting
Monday, July 14, 2025

Approved Minutes

The Work Session & Regular Meeting was called to order by President Nowak at 6:01 PM.

Present: Amanda Allen, Julia Awe, Linda Baker, Ross Daniels, Erin Nowak

Absent: Nichole Cover, Melissa Patch

Administration Present: Nikki Nash, Melissa Frye, Jen Graber, Brian Leonard, John Londono, Mandi Zaborowski, Kerrie Bass

Pledge of Allegiance: President Nowak led the Board in the Pledge of Allegiance.

Approval of the Agenda: President Nowak asked the Board to add a discussion to the Superintendent Report regarding the Radke Trust Resolution which is up for approval. The discussion will be to answer questions brought forth by Member Baker. Motion by Member Awe, with support from Member Daniels, to approve the agenda as amended. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.

Yea: Allen, Awe, Baker, Daniels, Nowak

Absent: Cover, Patch

Public Comment: Public Comment was offered.

Superintendent Report: **Radke Trust Resolution Discussion**

Superintendent Nash provided the Board with a brief history of the Radke Trust and answered questions that Member Baker had submitted regarding the action being taken tonight through the Resolution to transfer the remaining funds in the Trust to the District's MILAF Investment Account. Board comments and questions were received.

2025-2026 Elementary Update

Superintendent Nash provided the Board with an update of the Elementary School model for the 2025-2026 school year. Due to a decline in student enrollment, which is happening across the state and country, the plan is to move the Young 5's program to Andrews Elementary instead of the original plan to host it at Norton Elementary. Norton Elementary is currently slated to host the GSRP program as well as one classroom of K-3rd Grade, while 4th and 5th grades will be absorbed by the other Elementary Schools; however, the numbers in the Norton K-3rd Grade classes remain very low, so future adjustments may need to be made. Board comments and questions were received.

Presentation/ Discussion: **Audio Enhancement Project - REMC Bid:**

John Londono, Director of Technology, provided the Board with an overview of the Bid presented by REMC to replace the District's failing PA systems and convert them to a more modern building response system. The project would be done in manageable phases over the Series 3 bond cycle. Board comments and questions were received.

Superintendent Mid-Year Review

President Nowak presented the Board with the Mid-Year Review for Superintendent Nash, including the review of progress toward current goals and goals for the remainder of the year. Ms. Nash continues to work toward a balanced budget, increased fund balance, staff absorption to avoid district layoffs, collaborate with the Administrative Team to ensure appropriate spending is in place, and provide guided decision making. She also continues to

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	work with the Administrative Team on the Strategic Plan Focus Areas. Board comment was provided and accepted.
Designation of Depositories for School Funds & Check Signatures:	<p>Motion by Member Awe, with support from Member Daniels, to approve the designation of depositories for school funds and check signatures as presented. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>
Resolution Closing the Three Rivers Recreation Commission Depository Account:	<p>Motion by Member Awe, with support from Member Daniels, to approve the Resolution to close the Three Rivers Recreation Commission depository account held at Horizon Bank and transfer the remaining funds in the amount of \$17,708.71 to the General Fund as provided. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>
Resolution Transferring Funds from the Radke Trust Account:	<p>Motion by Member Daniels, with support from Member Allen, to approve the Resolution to transfer the full amount of \$1,029,510.52 from the closed Radke Trust Account held in the General Fund to the Three Rivers Community Schools MILAF Investment Account ending in 3019 as provided. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>
Designation of Banks for Investments:	<p>Motion by Member Awe, with support from Member Daniels, to approve the designation of banks for investments as presented. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>
Designation of Electronic Transfer Officer:	<p>Motion by Member Daniels, with support from Member Awe, to designate the Director of Finance & Business as the Electronic Transfer Officer (ETO). After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>
Approval of Annual Retainer Contracts:	<p>Motion by Member Daniels, with support from Member Allen, to retain Thrun Law Firm, P.C. to handle all personnel, legal negotiations, and contractual matters. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>
Approval of District Auditors:	<p>Motion by Member Baker, with support from Member Awe, to appoint Gabridge & Company to do the District's 2024-25 annual audit. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.</p> <p>Yea: Allen, Awe, Baker, Daniels, Nowak Absent: Cover, Patch</p>

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- Designation of Person for Posting Public Notices of Meetings: Motion by Member Daniels, with support from Member Awe, to designate the Executive Assistant to the Superintendent and Board of Education to post the public notices of the Board Meetings. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.
Yea: Allen, Awe, Baker, Daniels, Nowak
Absent: Cover, Patch
- Appointment of Recording Secretary: Motion by Member Daniels, with support from Member Baker, to designate the Executive Assistant to the Superintendent and Board of Education as Recording Secretary. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.
Yea: Allen, Awe, Baker, Daniels, Nowak
Absent: Cover, Patch
- Audio Enhancement Project - REMC Bid: Motion by Member Daniels, with support from Member Baker, to approve the Audio Enhancement Project REMC Bid as presented. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.
Yea: Allen, Awe, Baker, Daniels, Nowak
Absent: Cover, Patch
- Consent Agenda: Motion by Member Awe, with support from Member Daniels, to adopt the Consent Agenda as presented. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.
Yea: Allen, Awe, Baker, Daniels, Nowak
Absent: Cover, Patch
The Consent Agenda consisted of:
 1. Approval of the June 16, 2025 Budget Hearing & Regular Meeting Minutes.
 2. Approval of the Payroll Change Register for June 2025.
 3. Approval of the June 1 - June 30, 2025 Accounts Payable Check Register totaling \$1,475,246.43.
 4. Approval of Bond Invoice Payment Report totaling \$569,793.15.
 5. Leave Request: It is recommended that the Board approve the non-FMLA leave as requested by staff.
- Board Calendar: President Nowak reviewed upcoming events with the Board.
- Board Comment: Board comment was offered and received.
- Adjournment: Motion by Member Awe, with support from Member Daniels, to adjourn the meeting. After a roll call vote, 5-0, President Nowak declared the motion as approved unanimously.
Yea: Allen, Awe, Baker, Daniels, Nowak
Absent: Cover, Patch
The meeting adjourned at 6:51 PM

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Respectfully Submitted,

Nichole Cover, Secretary Board of Education

Lorie Camino, Recording Secretary