

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Monday, June 15, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

Meeting

**SPECIAL MEETING MINUTES**

- I. CALL TO ORDER** was made by Chairperson Jensen at 5:43 p.m.
- II. ROLL CALL**
- a. Board members present: Jensen, Halvorson, Savage, Fanucci, Anderson
  - b. Board members absent: Frink
  - c. Other attendees: None
- III. APPROVAL OF MEETING AGENDA** – Motion to approve the agenda made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.
- IV. CLOSED SESSION FOR DISCUSSION OF DIRECTOR PERFORMANCE EVALUATION**  
Closed meeting in accordance with MN Stat.13D.05 Subd. 3. to evaluate the performance of the school director for the 2019-2020 school year. Motion to close meeting made by Halvorson, 2<sup>nd</sup> by Savage. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.
- Board members reviewed the results of the director performance survey completed by 19 out of 32 staff members. Board members discussed the results and looked at the job duties of the director. The board chair will compile the results and the board's thoughts on the survey to be shared with the director at the June 16 meeting during a closed session. Based on the board's evaluation of the school director's performance during the 2019-2020 school year, Katie Curtis will continue in her role as school director for the 2020-2021 school year.
- V. MOTION TO OPEN SESSION** at 6:40 p.m. made by Franco, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.
- VI. MOTION TO ADJOURN** at 6:42 p.m. made by Savage, 2<sup>nd</sup> by Franco. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, July 7, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

<https://zoom.us/j/99476264453?pwd=bk9qSTBwWFRZTG9DVk5OMjFjdEZXXz09>

Meeting ID: 994 7626 4453

Password: 5vh1zh

**SPECIAL MEETING MINUTES**

- I. CALL TO ORDER** was made by Chairperson Jensen at 5:31 p.m.
- II. ROLL CALL**
  - a. Board members present: Jensen, Halvorson, Savage, Glunz, Fanucci, Frink
  - b. Board members absent: None
  - c. Other attendees: Director Curtis, 10 SRMCS staff members, 4 parents
- III. APPROVAL OF MEETING AGENDA** – Motion to approve as amended with a ‘Community Comments’ section added to the agenda made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Glunz – aye. Motion passed unanimously.
- IV. COMMUNITY COMMENTS** – Parents shared their opinions on two topics. One - the requirement of students to wear masks while at school. Two – the continuation/discontinuation of the online platform, Seesaw, that SRMCS used in FY20 for distance learning.
- V. NEW BUSINESS**
  - a. Fall Planning for 2020-21 School Year – Three Scenarios
    - i. Programming
      - 1. Tuition-Based Preschool Program – Curtis shared information of the potential loss of student enrollment as well as tuition revenue should SRMCS have to move to a hybrid or full distance learning scenario. This decision will be formally made at the next fall planning board meeting on July 28, 2020.
      - 2. Extended Care Program – Curtis posed a number of questions regarding offering extended care programming given limited building space and potential staffing challenges. The members agreed that enrollment in the extended care program will have to be limited and last-minute drop-in/emergency care will likely no longer be available to families for the foreseeable future. Curtis will compile data on building and individual room capacity thresholds to determine how many students and staff may be present at any given time while also ensuring social distancing recommendations/requirements are met. She will share this information at the next fall planning meeting.
      - 3. Care for Children of Essential Workers – The hybrid and distance learning scenarios require schools to provide care for children 12 years of age and younger to those who qualify as essential workers. Curtis posed a number of questions to the board on how to offer this care given limited building space and potential staffing challenges. She will continue to work on a plan that will meet all MDE/MDH requirements which she will share at the next fall planning meeting.
    - ii. Student Technology
      - 1. Laptops, iPads, Other Devices & Tech Needs – Curtis reported on the critical need for new student laptops regardless of what scenario SRMCS must follow in FY21. She requested the board vote to approve up to \$15,000 in designated funds to purchase 30 new laptops. Motion to approve this expenditure made by Frink, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Glunz - aye. Motion passed unanimously. Curtis will provide an update on this at the next planning

- meeting. Curtis will also work with staff to determine additional technology needs, particularly to improve distance learning implementation. She will report back to the board at the next planning meeting.
2. Seesaw, Other Online Platforms for Distance Learning – Jensen will form a committee to research online platforms that will best fit the needs of SRMCS should distance learning be required by the state. She will report on their progress at the next planning meeting.
- iii. Furniture Needs
1. Tables & Chairs – Specific needs for additional classroom tables and chairs, if any, have not yet been determined.
  2. Floor Chowkies – Curtis shared the need for additional floor chowkies (tables) in every classroom in order to meet social distancing requirements. Currently, 3 chowkies per classroom (8 classrooms total) have been ordered. More may be ordered should the need be determined in the future.
- iv. Classroom Supplies/Materials
1. Communal Classroom to Individual Student Supplies – Curtis shared that classrooms will move away from shared/communal classroom supplies. Rather, to reduce the risk of exposure to germs/viruses, every student will have a personal, cleanable pencil box with all basic supplies included. Students will then use only their own personal supplies while at school. Curtis also shared that the cost of student school supplies will have to increase in FY21 to cover increased supply needs such as hand sanitizer, disinfecting sprays/wipes, copy paper, face masks, etc. Curtis will compile the supply needs and costs and begin the ordering process.
  2. Montessori Materials – There are a small number of highly-used Montessori materials that teachers are asking for duplicates of in order to reduce the need to share these materials between students. Curtis will compile these needs and begin the ordering process.
- v. General Health & Safety
1. Face Masks/Shields – The board will make decisions regarding student and staff use of masks/shields while at school at the next fall planning meeting on July 28.
  2. Sanitizer Stations & UV Sanitizer Wands – Curtis shared her research of costs for this equipment. The board charged her with using best judgement in what to order and how much to spend. Curtis will provide the board an update on this at the next planning meeting.
  3. Temperature Screener – Curtis will use best judgement in how many to order and how much to spend. She will provide the board an update on this at the next planning meeting.
  4. Air Treatment System – The board chose not to move forward with treatment systems at this time.
  5. Plexiglass Partitions – Curtis shared that acrylic partitions are costly and would likely reduce risk of exposure to germs/viruses minimally, if at all. No partitions will be purchased at this time.
- vi. Mental Health & Well-being of Students
1. Increased Social Worker Support – Curtis reiterated wishing to use CARES Act funding totaling approximately \$10,000 for providing social work services to general education students in FY21. The board members agreed use this funding in this way.
- vii. Usage of the Monticello Community Center
1. Physical Education, Pool & Other MCC Activities – Curtis is in active communication with the MCC. At this time, SRMCS students may continue to use the MCC for PE and other activities so long as all MCC usage requirements are met. She will gather more information on what their specific requirements are and will report back to the board. It is likely that SRMCS will choose not to use the pool or climbing wall for the foreseeable future.
- viii. Staffing
1. Special Education – Curtis shared that the MDE will no longer allow special education paraprofessionals to perform any tasks outside the realm of special education like last spring. Licensed special education teachers may be used to provide increased core academic instruction to students on IEPs.
  2. Possibility of Staffing Reduction – The board and school director will make every effort to continue to employ all current employees. A reduction of staff will be a very last resort.

- ix. Fund Balance & Designated Funds Usage – The board will determine how much money must be taken from the school’s designated funds/fund balance for Covid-related expenses to ensure the budget is balanced by the end of the fiscal year.
- x. Other Considerations, Needs & Wants – Nothing additional at this time.
- b. Open Teacher Board Member Seat – Tabled to August board meeting.

**VI. NEXT BOARD MEETING**

- a. Date, Time & Location of next Board Meeting – A second special fall planning meeting will be held on Tuesday, July 28 at 5:30 p.m. at SRMCS. The next regular board meeting will be held on Tuesday, August 18, 2020 at 5:30 p.m. at SRMCS.

**VII. MOTION TO ADJOURN** at 7:37 p.m. made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Glunz – aye. Motion passed unanimously.

# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, July 28, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting:

<https://zoom.us/j/95725534008?pwd=K3hiWUQ2QXB6RW5lYkRuK3BBY2pFQT09>

Meeting ID: 957 2553 4008

Password: 7jL51q

## **SPECIAL MEETING MINUTES**

- I. CALL TO ORDER** was made by Chairperson Jensen at 5:30 p.m.
- II. ROLL CALL**
  - a. Board members present: Jensen, Halvorson, Savage, Glunz, Frink, Fanucci
  - b. Board members absent: None
  - c. Other attendees: Director Curtis, 11 SRMCS Employees, 16 SRMCS Parents
- III. APPROVAL OF MEETING AGENDA** – Motion to approve made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion passed unanimously.
- IV. COMMUNITY COMMENTS** – Multiple questions and comments were made via Zoom chat that centered around the three learning scenarios for the 2020-21 school year, particularly distance learning and how SRMCS will remain as true to the Montessori philosophy as possible. Parents and employees also asked about exclusion from in-person learning should a child or staff member show symptoms of Covid-19 or other illnesses. Curtis shared information about this per the MN Dept. of Health’s ‘Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs’ which she will disseminate to all families within the week.
- V. NEW BUSINESS**
  - a. Building & Classroom Maximum Capacities Data – Curtis created a spreadsheet that included the square footage of every space in both school buildings. Then, using the MN Dept. of Public Safety State Fire Marshal Division’s ‘School Occupant Loads for COVID-19 Restrictions’ worksheet, she calculated 50% occupancy thresholds for all spaces in the event SRMCS must move to hybrid learning.
  - b. Results of SRMCS Parent Survey – Fanucci shared the results of the Parent Survey distributed July 17. There were 152 responses to the survey for a 95% response rate and included 54 unique written-in comments for the last question on “other feedback to share.” Parents were asked to provide feedback on their distance learning experience during the last few months of the FY20 school year, including what went well and areas for improvement. The survey also asked for input on the upcoming school year, including what must be in place for families to feel comfortable should in-person or hybrid learning be implemented. The SRMCS school board and staff will use this valuable feedback and input as they continue to plan for the upcoming school year.
  - c. Monticello School District Timeline – Curtis shared an email she received from the Monticello School District that included their timeline for decision-making and information dissemination to the public.
  - d. Scenario 3 – Requirement to Offer Distance Learning – Curtis confirmed that, per the MN Dept. of Education, distance learning must be offered to families who do not feel comfortable returning to school buildings regardless of the school also implementing in-person or hybrid learning.
- VI. OLD BUSINESS – Fall Planning for 2020-21 School Year – Three Scenarios**
  - a. Programming
    1. Tuition-Based Preschool Program – Curtis shared data regarding the potential loss of Fund 4 preschool tuition revenue should anything other than full in-person learning take place to any extent during the upcoming school year. After an incredibly hard discussion, a motion was made by Frink to disband the preschool program for the 2020-21 school year. This was seconded by Halvorson. Role

- call to vote: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – nay, Frink – aye, Anderson – aye. Motion passed 5 to 1. Curtis will inform the preschool families as soon as possible.
2. Extended Care Program – At this time, extended care will continue to be offered before and after school for the same time periods as it typically does on every day there is hybrid or in-person learning. However, drop-in care will no longer be offered and emergency care will only be offered when absolutely necessary and there is no other option for the family.
  3. Care for Children of Essential Workers – Care will be offered during implementation of distance learning as required to those families who meet the criteria per the MDE and any Executive Order issued by the Governor of MN. These criteria will be included in the learning plan that will be disseminated to all families upon completion.
- b. Student/Classroom Technology Update
- i. Other Devices & Tech Needs – iPads for Distance Learning – Curtis shared that 28 new Chromebooks were ordered. This is the most that could be found at this time. At least 2-7 more will be ordered upon availability. Curtis also shared the need for technology to record teacher lessons, possibly iPads. Some other recommendations were given that she will research.
  - ii. Online Platform for Distance Learning – Committee Update – Jensen, the chair of this committee, shared the research that has been done so far. They have narrowed the list down to two platforms - Seesaw and Google Classroom. They have another meeting next week and will hopefully make their decision at that time.
- c. Classroom Supplies/Materials/Furniture Update – All supplies are in the process of being ordered and shipped. The plan is to continue with student supply kits as has been done for many years. Families will receive information on the cost of the kits in the upcoming weeks. There will be no communal classroom supplies. All students will have individual supplies in a personal, cleanable pencil box that follow the child wherever the child goes – to specials classes, special education services, etc.
- d. Usage of the Monticello Community Center Update
- i. MCC's Phase 2 Guidelines – Reviewed. No questions at this time.
  - ii. Use of Gym for Physical Education – For now, use of the MCC's gym for physical education classes is approved so long as students and staff follow the MCC's health and safety guidelines. PE classes will likely be outdoors whenever possible followed by using the gym as a secondary plan.
- e. General Health/Safety Update
- i. Supplies & Equipment
    1. UV Sanitizers – After much research, Curtis decided not to purchase UV sanitizer wands. They are not as effective as first thought and pose safety concerns regarding skin exposure.
    2. Face Masks/Shields – A box of 50 disposable masks have been ordered for every classroom. A re-washable mask with exchangeable filters has been ordered for every staff member. Three dozen shields have been ordered for those who prefer them. More will be ordered as needed moving forward.
    3. Other Recommendations – Nothing at this time.
- f. Funding
- i. CARES Act – GEERS & 9.5% ESSER Applications – Both applications have been submitted to the MDE. Curtis will report back when the funds have been received.
  - ii. PPP Loan – The loan was approved. \$39,300 was posted to the school's bank account on June 19, 2020. Curtis will work on the forgiveness application and ensure it is submitted to the bank in a timely manner.
- g. Other Considerations, Needs & Wants – Nothing additional at this time.

## **VII. NEXT BOARD MEETING**

- a. Date, Time & Location of next Board Meeting – A third special fall planning meeting may be called if deemed necessary. Otherwise, the next regular board meeting is on Tuesday, August 18, 2020 at 5:30 pm at SRMCS. Curtis will disseminate a Zoom link for this meeting at least one week prior.

## **VIII. MOTION TO ADJOURN at 7:30 p.m. made by Savage, 2<sup>nd</sup> by Halvorson. Motion to approve made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion passed unanimously.**

# SWAN RIVER MONTESSORI CHARTER SCHOOL

Tuesday, August 4, 2020 at 5:30 p.m.

\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.

Join Zoom Meeting

<https://zoom.us/j/92407575574?pwd=SzVsNG5uWkVtY2lJUdPaE9QTkZGQT09>

Meeting ID: 924 0757 5574

Passcode: 5u5Sgn

## SPECIAL MEETING MINUTES

- I. **CALL TO ORDER** was made by Chairperson Jensen at 5:30 p.m.
- II. **ROLL CALL**
  - a. Board members present: Jensen, Halvorson, Savage, Glunz, Frink, Fanucci
  - b. Board members absent: None
  - c. Other attendees: Director Curtis, approximately 10 SRMCS employees, approximately 15 SRMCS parents
- III. **APPROVAL OF MEETING AGENDA** – Item V.c. ‘Learning Scenario Decisions’ and item V.d. ‘Update on the SRMCS Learning Plan’ under New Business were added to the agenda. Motion to approve made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion carried unanimously.
- IV. **COMMUNITY COMMENTS** – Multiple questions and comments were made via Zoom chat that centered around the three learning scenarios for the 2020-21 school year. Parents and employees also asked about exclusion from in-person/hybrid learning should a child or staff member show symptoms of Covid-19 or other illnesses. Possible student and staff COVID-19 testing was discussed as well as how SRMCS would handle and communicate to families about positive cases. Curtis shared information about the newly created Response Support Teams that would partner with Swan River on decision-making, especially decisions regarding the changing of learning scenarios and processes should there be a confirmed case in the building.
- V. **NEW BUSINESS**
  - a. Formation of an OW/SRMCS Contract Renewal Committee – Curtis requested that a committee be formed to assist her with the Osprey Wilds and SRMCS contract renewal process taking place during the upcoming year. Motion to approve made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion carried unanimously. A request for volunteers for this committee is forthcoming.
  - b. 14-day Case Rate Data & the Implementation of Learning Scenarios
    - i. Current Case Rates for the Counties SRMCS Serves – Curtis shared that she is gathering data on how many families live in Wright and surrounding counties so that case rate data from those counties are included in decision-making as it pertains to the implantation what learning scenario is implemented.
    - ii. Planning for Case Rates Less Than 20 – Per the MDH, case rates less than 20 allow SRMCS to implement in-person learning. However, a school may choose a more restrictive scenario if the school/district deems it necessary.
    - iii. Planning for Case Rates Between 20 & 50 – Per the MDH, if case rates increase to 20-49, SRMCS would have to implement hybrid learning with mandatory 6 ft. distancing. Rates that are 50+ would require the implementation of distance learning for all students.
  - c. Learning Scenario Decisions
    - i. Scenario for the Start of the FY21 School Year – Curtis shared her concern about the ability of providing equitable, quality learning for all students as well as the ability to socially distance by 6 feet throughout the school day should SRMCS choose to implement the in-person learning scenario. The risk of virus exposure coupled with the stringent illness exclusion requirements would likely lead to a

- transition to hybrid or distance learning quickly, especially if a staff member falls ill. In an effort to return students to the building as safely as possible given limited building space and licensed, Montessori-trained teachers, her recommendation was to begin the year providing hybrid learning (despite the case rate equating to in-person learning). The tentative hybrid schedule would include splitting students into two cohorts that attend school in the building two back-to-back days per week. The fifth day would be a ‘flex’ day in which all students distance learn. Motion to approve beginning the year with hybrid learning was made by Frink, 2<sup>nd</sup> by Savage. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion carried unanimously.
- ii. Family Declaration of Selected Scenario – Curtis explained that all families will have to choose between the hybrid and distance learning options prior to the school year beginning for planning purposes. A deadline to declare this decision to the school must be created. Curtis will disseminate a survey asking all families for a tentative decision so that data can be considered before choosing a deadline to make a formal declaration. A formal decision will be made at the next fall planning board meeting.
  - iii. Length of Commitment to Distance Learning Scenario – This decision will be made at the next fall planning board meeting.
  - d. Update on the SRMCS Learning Plan – Curtis shared that she continues to work on the school’s plan. Approximately 30 pages have been written to date. She will provide another update at the next fall planning board meeting.

## **VI. OLD BUSINESS**

- a. Programming
  - i. Tuition-Based Preschool Program – After hearing the Governor’s announcement about how districts will implement learning scenarios based on case rates, the board members felt it best to revisit the decision to disband the preschool program for the FY21 school year. After deliberation, the board decided to move forward with the disbandment due to financial risks. Since this disbandment decision was voted on and carried at the last planning meeting, there was no additional voting required. Curtis will share this decision with all families with enrolled preschool students.
- b. Other Considerations, Needs & Wants – Nothing additional at this time.

## **VII. NEXT BOARD MEETING**

- a. Date, Time & Location of next Board Meeting – A 4<sup>th</sup> special fall planning board meeting will be held on Tuesday, August 11, 2020 at 5:30. Curtis will create a Zoom link and disseminate that to all families via email as well as post it to the school’s website.

## **VIII. MOTION TO ADJOURN at 7:30 p.m. made by Halvorson, 2<sup>nd</sup> by Savage. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion carried unanimously.**



# SWAN RIVER MONTESSORI CHARTER SCHOOL

Tuesday, August 11, 2020 at 5:30 p.m.

\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.

Join Zoom Meeting

<https://zoom.us/j/95496291493?pwd=QzNHsXBHMONUZ3dQalU2bWlvd2VxZz09>

Meeting ID: 954 9629 1493

Passcode: 4H7NJJ

## SPECIAL MEETING MINUTES

- I. **CALL TO ORDER** was made by Chairperson Jensen at 5:30 p.m.
- II. **ROLL CALL**
  - a. Board members present: Jensen, Halvorson, Savage, Glunz, Fanucci, Frink
  - b. Board members absent: None
  - c. Other attendees: Director Curtis, 13+ SRMCS staff members, 15+ SRMCS parents
- III. **APPROVAL OF MEETING AGENDA** – Motion to approve made by Halvorson, 2<sup>nd</sup> by Savage. . Motion to approve made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion carried unanimously.
- IV. **COMMUNITY COMMENTS** - Multiple questions and comments were made via Zoom chat that centered around the hybrid and distance learning scenarios for the 2020-21 school year. Parents and employees also asked about exclusion from in-person/hybrid learning should a child or staff member show symptoms of Covid-19 or other illnesses. Exclusion after traveling was also discussed.
- V. **NEW BUSINESS – Fall Planning for 2020-21 School Year**
  - a. Results of Most Recent Family Survey – Curtis shared the data which is as follows:
    - i. Tentative Learning Scenario Choice – Parents were asked to tentatively choose which model they will begin the year with.
      1. Hybrid model = 73.3%
      2. Distance learning only = 15.1%
      3. Enrollment in an alternative program (homeschooling, different school, etc.) = 11.6%
    - ii. Extended Care Needs – Parents were asked to tentatively declare their extended care needs before and/or after school.
      1. Before school for two hours = 17.4%
      2. Before school for one hour = 25.6%
      3. After school for one hour = 18.6%
      4. After school for two hours = 12.8%
      5. No need for extended care = 60.5%
    - iii. Tier 1 Essential Workers - Qualification & Need for Care – Parents were asked if they qualify as essential workers and, if so, would the family need childcare.
      1. Yes, we qualify and do need childcare = 30.2%
      2. Yes, we qualify but we do not need childcare = 10.5%
      3. We do not qualify for childcare = 59.3%
    - iv. Residence by County Data – Parents were asked to share the county they reside in so SRMCS can consider case rate data from those counties.
      1. Wright County = 59.3%
      2. Sherburne County = 34.9%
      3. Hennepin County = 3.5%
      4. Other County = 2.3%

- b. Distance Learning
  - i. Length of Commitment to Distance Learning – While a family may decide to transition from an in-person or hybrid scenario to full distance learning at any time and for any or no reason, schools must decide how long a family must stay committed to distance learning should they want to transition to hybrid or in-person learning during the school year. After much discussion, the SRMCS Board of Directors agreed that families may make this transfer upon approval by SRMCS on the following dates:
    - 1. Upon return from winter break on Monday, January 4, 2021.
    - 2. Upon return from spring break on Monday, March 15, 2021.
  - ii. Due Date for Commit to Distance Learning Scenario – Tabled to the August 18<sup>th</sup> board meeting.
- c. Division of E1 Classrooms by Single Grade Levels – Chairperson Jensen shared that the three E1 classrooms will, for the FY21 school year only, will divide with each teacher taking a single grade level.

## **VI. OLD BUSINESS – Fall Planning for 2020-21 School Year**

- a. Updates
  - i. SRMCS Learning Plan – Curtis will have a first draft of the learning plan to the board by Friday, August 14, if not beforehand on Thursday, August 13. It will be ready for full approval at the board meeting on August 18.
  - ii. Current 14-day Case Rate Data – As of August 6, case rates for Wright County have remained consistent at 12.9. Sherburne County’s rate increased significantly to 23.28. However, it was explained that Sherburne’s increase was largely due to the positive COVID-19 cases within its county prison. As such, this increase doesn’t equate to a change of the learning scenario.
  - iii. Enrollment – Curtis shared that as of the day of the meeting, 12 students have disenrolled from SRMCS with the primary reason being the need for all day/everyday schooling, which some of the traditional district are offering. There are waitlists at every grade level and administration will contact those families as needed.
  - iv. Technology – Curtis shared that the Chromebooks have arrived as well as the video cameras with the tripods. Doc cams have been ordered as well as three tv/Chromecast set ups. They should be received very soon.
    - 1. Survey re Access to a Device & Broadband Internet – Curtis will create and send out a very brief survey regarding the needs of SRMCS families. As families are identified as having either or both of these needs, administration will work directly with them as we move into the school year.
  - v. Supplies/Materials – Almost all supplies and materials have been received and are currently being divided up by classrooms. The school supply kit forms will be disseminated to families via mail the week of August 24<sup>th</sup>.
- b. Other Considerations, Needs & Wants – Nothing additional at this time.

## **VII. NEXT BOARD MEETING**

- a. Date, Time & Location of next Board Meeting – Tuesday, August 18, 2020 at 5:30 pm at SRMCS and via Zoom.

## **VIII. MOTION TO ADJOURN at 7:30 p.m. made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Frink – aye, Anderson – aye. Motion carried unanimously.**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, August 18, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

<https://zoom.us/j/99655446519?pwd=Z04zWXIiczlHTW02MUoySmVNTkFzQT09>

Meeting ID: 996 5544 6519

Passcode: 9uTQLr

**AGENDA**

- I. CALL TO ORDER** was made by Chairperson Jensen at 5:32 p.m.
- II. ROLL CALL**
  - a. Board members present: Jensen, Halverson, Glunz, Fanucci, Savage, Frink
  - b. Board members absent: None
  - c. Other attendees: Community members via Zoom
- III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**
  - d. **APPROVAL OF MEETING AGENDA** – Motion by Fanucci, Second by Savage. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- IV. DECLARATION OF CONFLICTS - none**
- V. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**
  - a. 6/15/2020 Special Meeting Minutes – Evaluation of School Director – Motion by Frink, Second by Halverson. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - b. 6/16/2020 Regular Minutes- Motion by Savage, Second by Frink. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - c. 7/7/20 Special Meeting Minutes – Fall Planning- Motion by Frink, Second by Glunz. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - d. 7/28/20 Special Meeting Minutes – Fall Planning- Motion by Frink, Second by Glunz. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - e. 8/4/20 Special Meeting Minutes – Fall Planning- Motion by Frink, Second by Glunz. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- VI. COMMUNITY COMMENTS**
- VII. FINANCIAL REPORT**
  - a. June Financial Report- Financial Report reviewed by Frink for the board. Motion to approve by Fanucci, Second by Savage. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - b. July Financial Report - Financial Report reviewed by Frink for the board. Motion to approve by Fanucci, Second by Savage. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - c. Building Company Account – The following are their bank balances as of 8.18.20:
    - i. Checking = \$21,681.51
    - ii. Savings = \$23,389.75
    - iii. Summer 2020 Building Projects –Enrollment Numbers
      - i. Charter School = 140, Children’s House = 0
      - ii. Pupil Unit Budget/Actual = 140/158
  - d. Review of Bills – Bills were reviewed. No objections or concerns raised.

- e. Donations – Donations reviewed. Motion by Frink, Second by Halverson. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye

## **VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

- a. Expansion of Nature Playground-
- b. FY21 Environmental Education Learning Plan

## **IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

## **X. STRATEGIC PLANNING & GOAL SETTING**

## **XI. NEW BUSINESS**

- a. Annual designations
  - i. Depository – Sherburne State Bank- Motion to approve by Frink, Second by Halverson. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - ii. Electronic Funds Transfers- Motion by Fanucci, Second by Savage. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
  - iii. Official Means of Communication – School Website – Motion made to also include the mass email contact list as another official means of communication. Motion by Savage, Second by Glunz. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- b. New Hires for FY21 School Year- New hire Cindy M as Nicole's classroom assistant. Motion to approve by Halverson, Second by Glunz. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- c. Employee Handbook Review- Motion to approve changes made by Frink, Second by Halverson. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- d. Parent/Student Handbook Review- Motion to approve changes, Second by Fanucci. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- e. Peanut-Safe School Policy Review- no changes made
- f. Meal Charge Policy Review- no changes made
- g. Student Dress Policy Review- no changes made
- h. Wellness Policy Review- discussion of needing to form a wellness committee. Motion to table made by Fanucci, Second by Frink. Role call vote taken- Jensen- aye, Halverson-aye, Glunz-aye, Fanucci-aye, Savage-aye, Frink-aye
- i. ACNW/OW Contract & Contracted Goals Review – Current Year- Discussion of updating the academic goals in the future
- j. Renewal of 5 Year Contract with OW FY22-FY26- Contract renewal document due Sept. 15. Discussion of dividing the document between board members to complete sections.
- k. World's Best Workforce Plan – Discussion of making sure this report reflects the school's OW goals
- l. Disclosure of School's Current Credit Card Limit- Current limit is \$47,000
- m. FY20 Audit – audit is underway and going well. Expect it to be completed by early fall
- n. Annual & Initial Board Member Training – discussion of annual trainings needed and possibility of purchasing a membership to online board training.
- o. Sounding Board Issue 11 Parliamentary Procedures for Charter School Board Meetings- reviewed by the board

## **XII. OLD BUSINESS**

- a. School Director Performance Evaluation Policy Review
- b. Appointment of Teacher Member to the Board of Directors- call to seek teacher members to fill vacant seats
- c. Planning for FY21 School Year- update on planning for school year.
- d. Appointment of acting director- Discussion opened as to who should be appointed acting director. Board informed that no other staff besides Amy Jensen was interested in the position. Discussion of the impact of moving a Montessori trained teacher from classroom to director position leaving vacancy there. Halverson and Savage said having a Montessori trained person as director was key to the running of a Montessori school and is part of the qualifications for director. Jensen recused herself from further discussion as it pertains to her. She did state that she was ready to take on the position and felt she was capable. Motion to appoint Amy Jensen as acting director made by Halverson, Second by Savage. Role call taken for vote- Role call vote

taken- Jensen- recused, Halverson-aye, Glunz-aye, Fanucci-nay, Savage-aye, Frink-aye. Amy Jensen resigned effective immediately as Board Chair.

**XIII. BOARD CORRESPONDENCE AND COMMUNICATIONS**

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, September 15, 2020 at 5:30 p.m. at SRMCS.
- b. Upcoming Monthly Agenda Items – Distribution of Information to Families Policy review, Fundraising and the Receiving of Gifts Policy review, School Director Succession Policy review

**XV. MOTION TO ADJOURN** at 7:35 p.m. made by Frink, 2<sup>nd</sup> by Savage.

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, August 25, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting:

<https://zoom.us/j/93037445754?pwd=YiMyOHVBV3hMeFM0TmRUZmhlYk45QT09>

Meeting ID: 930 3744 5754

Passcode: V9ymRy

**SPECIAL MEETING AGENDA**

**I. CALL TO ORDER** was made by Chairperson \_\_\_\_\_ at \_\_\_\_\_ p.m.

**II. ROLL CALL**

- a. Board members present: Halvorson, Savage, Glunz, Frink, Fanucci
- b. Board members absent: None
- c. Other attendees: Erin Anderson from Osprey Wilds (Authorizer), Staff and Community Members via Zoom

**III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

- a. **APPROVAL OF MEETING AGENDA** - Savage made motion to table the officer appoints, Second by Halvorson. Role call vote was taken- Halvorson- aye, Glunz- aye, Savage- aye, Frink- aye, Fanucci- aye, Motion passed unanimously

**IV.**

**V. COMMUNITY COMMENTS** – questions from the community were asked about appointing new boards members, 2 teacher member spots need to be filled, explained the process of appointing members versus board elections, Erin from OW clarified bylaws state that board must have a majority of teachers

**VI. NEW BUSINESS**

- a. Appoint Official with Authority- Motion to appoint Director Jensen as the Official with Authority was made by Halvorson, Second by Savage- Role call vote was taken- Halvorson- aye, Glunz- aye, Savage- aye, Frink- aye, Fanucci- aye, Motion passed unanimously
- b. Appointment of Teacher Member(s) to Board of Directors- There were 5 interested candidates: Heidi Melo, Ashley Blaha, Bill Anderson, Nicole Perez, Rebecca Brown. Board discussed the candidates and decided to appoint Ashley Blaha and Rebecca Brown. Motion to appoint Blaha and Brown was made by Halvorson, Second made by Glunz. Role call vote was taken- Halvorson- aye, Glunz- aye, Savage- aye, Frink- aye, Fanucci- aye, Motion passed unanimously
- c. SRMCS Board of Directors Officer Appointments- these items were tabled until the next meeting
  - i. Chair
  - ii. Secretary
  - iii. Treasurer
- d. Protocol Planning Committees Reports- Jensen shared the information from the Cleaning and Arrival/Dismissal committees, the committees created documents outlining protocols for both areas,

**VII. OLD BUSINESS**

- a. Enrollment Update- Jensen updated board on current enrollment being at 137 and calling families on the waiting list, Jensen stated enrollment will be down this year but looking to maintain an enrollment of 140-145
- b. Wellness Policy Review- Changes to the Wellness Policy were discussed, Motion to approve made by Halvorson, Second by Glunz- Role call vote was taken- Halvorson- aye, Glunz- aye, Savage- aye, Frink- aye, Fanucci- aye, Motion passed unanimously
- c. Parent/Student Handbook Review- Board reviewed handbook, no changes to be made

- d. Fall planning update- Jensen updated board that in order to prepare for the upcoming year, the school will delay the first in-person learning day to Sept. 14. The week of Sept. 8-11 would be on-line learning for all with some in-person individual assessments, meets and greets with teachers, and packet/device pick-up. This was in line with what other schools and districts in the area/state are doing.

**VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS - none**

**IX. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, September 15, 2020 at 5:30 p.m. at SRMCS and via Zoom.
- a. **MOTION TO ADJOURN** at 6:51 p.m. made by Halvorson, 2<sup>nd</sup> by Savage Role call vote was taken- Halvorson- aye, Glunz- aye, Savage- aye, Frink- aye, Fanucci- aye, Motion passed unanimously

# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, September 15, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join with Zoom Meeting:

<https://zoom.us/j/91959576497?pwd=VDdmSldXVTlBMVdnRW5xZnNkakduUT09>

Meeting ID: 919 5957 6497

Passcode: Ux801

## **AGENDA**

- I. CALL TO ORDER** was made by Chairperson Amanda Glunz at 5:30 p.m.
- II. ROLL CALL**
  - a. Board members present: Halvorson, Savage, Glunz, Frink, Fanucci, Brown, Blaha
  - b. Board members absent: None
  - c. Other attendees: Amy Jensen, Kristina Stewart, Lori George, Nancy Erb and Jessica Frederikson
- III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS** – skipped this time.
- IV. APPROVAL OF MEETING AGENDA** We are going to add the renewal application to the agenda. Motion from Blaha. Second by Brown. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
- V. DECLARATION OF CONFLICTS** No declaration of conflicts to discuss tonight.
- VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**
  - a. 8/11/20 Special Meeting Minutes – Fall Planning Motion to approve – Fanucci, Second – Frink. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
  - b. 8/25/20 Special Meeting Minutes – Fall Planning – Added Amanda Glunz to meeting votes. Motion to approve – Julie, Second – Brown. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
- VII. COMMUNITY COMMENTS** Nicole is asking about face coverings. She wants clarification on who is to wear a mask and who will enforce mask usage. Nancy is wondering about the small chin shields. A shield is that you have an exemption. Discussion about face shields and exemption forms. A face shield is alternative to face covering with an exemption. If kids can't wear a face mask or a face shield, should they be distance learning.
- VIII. FINANCIAL REPORT**
  - a. August Financial Report – 17% through the year, summer months are lower. We have not received from federal or state funding as of yet. Approximately 100 days of cash on hand. General ed fund revenue side 25% above budget, but it will even out over the year. Supplies and materials are above budget right now at the beginning of the year due to all of the beginning of the year ordering. Motion to approve Don's financial report – Fanucci, Second – Frink. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
  - b. Building Company Account – The following are their bank balances as of 9.15.20:
    - i. Checking = \$ 22,068.42
    - ii. Savings = \$ 23,399.68
    - iii. Summer 2020 Building Projects – projects have been invoiced and completed.
  - c. Enrollment Numbers



- i. Charter School = 141 – now it is 143. Dawn from finance 140 enrollment \$62,000 deficit. 145 enrollment would be \$32,000 deficit. We will highly likely go into fund balance. Osprey Wilds recommends going no more than 18% into our fund balance.
- d. Review of Bills – Don reviewed bills and everything seemed normal.
- e. Donations - Motion to approve Amazon Smile Donations from Blaha. Second by Savage. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Motion passes unanimously.

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS** – Bill has not had a chance to begin EE classes yet. The EE committee has been busy getting outdoor classroom spaces (6) with social distancing, whiteboards, and to have mask breaks. Thank you to the EE committee!

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS** – Nothing to report. Last week during distance learning, distance learning only students came to school to complete assessments.

**XI. STRATEGIC PLANNING & GOAL SETTING** - - No formal goals.

## **XII. NEW BUSINESS**

- a. Equal Education Opportunity Policy Review – No changes.
- b. Purchasing Policy Review – No changes.
- c. Compensation for Substitutes Policy Review – table until next time. Look for information on other substitute pay scales. Motion from Halvosron. Second by Brown. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Motion passes unanimously. Amanda will look into other compensation scales.
- d. Internet Acceptable Use & Safety Policy Review – No changes
- e. Application & Enrollment Procedures Policy Review – No changes
- f. New hire for Essential Worker Care – Molly BadHartBull is now the essential care coordinator. Hired Cathy Lindor as an essential care worker assistant. Technically, board approves a position first before director hires. A number of staff have decreased hours. The new position does fall under the COVID fund. This is a temporary position. Motion to approve the position from Halvorson. Second by Blaha. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Motion passes unanimously.
- g. Wright County COVID data update – New statistics come out on Thursday. Stats from last 14 days were at 20.11. Amy Jensen has a meeting this Thursday with Regional Support Team and MDH and school leaders from around the county. The case rate data and recommendations puts us into hybrid learning for all. We also were told to look for data trend. This was the first time we were in the 20 point range, we would need 2 more data points to technically move to mandated hybrid. They put school leaders on alert to be ready for hybrid. SRMCS would have to be more strict with social distancing of 6 feet. We are not yet mandated to be in hybrid, but it will likely go that way soon.

## **XIII. OLD BUSINESS**

- a. School opening update – Amy Jensen reports that things have gone fairly smoothly. Arrival and dismissal have been going well. Kids are excited to be at school. Classrooms are quiet. Teachers are utilizing outdoor spaces. Amanda asked Amy Jensen asked how the board can support and take items off of Amy's plate. Board helping with policies is helpful. Amy is dealing with a lot of COVID related issues.
- b. Contract Renewal update – board is helping with the contract renewal. Amy Jensen needs to clarify a few spots in the application with Erin from Osprey Wilds tomorrow. Amy Jensen will send what she has completed so far of the application renewal tomorrow. We will have to have another board meeting to approve the application. All board members also need to sign.
- c. Rebecca wants to clarify face covering policy. If a student cannot wear a face mask or a face shield. We should encourage distance learning per our policy. We cannot enforce distance learning. Amy Jensen will contact Regional Support Team to clarify mask/shield/or those who cannot wear either and what recommendations would be.

## **XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS**

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Special Board Meeting – Thursday, September 24<sup>th</sup>, 2020 5:30 p.m.
- b. We will update on application renewal and discuss and clarify face covering policy.
- c. Upcoming Monthly Agenda Items – Whistleblowers Policy, Financial & Cash Management Policy, Religious Expressions Policy, Credit Card Policy, Annual Report to MDE & Authorizer

**XVI. MOTION TO ADJOURN** at 7:06 p.m. made by Halvorson, 2<sup>nd</sup> by Fanucci. Role call vote was taken: Halvorson - aye , Savage - aye, Glunz- aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Motion passes unanimously.

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Thursday, September 24, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting:

<https://zoom.us/j/92044925931?pwd=clMwSTMxRzhqZjJLZXJPSy9RR25ldz09>

Meeting ID: 920 4492 5931

Passcode: 2cQLtq

**SPECIAL MEETING AGENDA**

- I. CALL TO ORDER** was made by Don Frink at 5:32 p.m.
- II. ROLL CALL**
  - a. Board members present: Halvorson, Savage, Frink, Fanucci, Brown, Blaha
  - b. Board members absent: Glunz
  - c. Other attendees: Amy Jensen, Community members, and parents
- III. APPROVAL OF MEETING AGENDA** Motion from Fanucci. Second by Savage. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
- IV. COMMUNITY COMMENTS** Beth is wondering what is going on with the face covering policy and why it is up for discussion again.
- V. NEW BUSINESS**
  - a. Resignation of Amanda Glunz – She is no longer allowed to serve on the board, because she serves the school through social work. Motion to accept her resignation from Fanucci. Second by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
  - b. Appointment of Board Chair – Motion to accept Franco Fanucci as board chair by Blaha. Second by Brown. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously. Discussion to appoint an interim parent member.
  - c. Osprey Wilds Renewal Application Approval – Motion to approve renewal application with minor edits from Rebecca by Halvorson. Second by Savage. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.
  - d. School Calendar Changes- convert early dismissal days to DL for all. Motion to change to DL days by Frink. Second by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously. Jensen talked about changing schedule for October 12<sup>th</sup> and 13<sup>th</sup> to be changed to Cohort A and Cohort B instead of both days being Cohort A. We could do the same with 11/23 and 11/24. For all two day weeks we will be splitting by having one day Cohort A and one day Cohort B to be more equitable.
- VI. OLD BUSINESS**
  - a. Face Covering Policy – discussion on face covering exemption form, reasonable accommodations for those who cannot wear either will be put in place asap by Amy Jensen. Policy should be implemented by Amy Jensen as is.
- VII. NEXT BOARD MEETING**

Date, Time & Location of next Board Meeting: October 20, 2020 at 5:30 PM via Zoom. Agenda items: Tobacco-Free Environment Policy, Fund Balance Policy, Records Retention Policy, Approve and Submit Annual Report to MDE & Authorizer, Distribution of Information to Families Policy, Fundraising and the Receiving of Gifts Policy, School Director Succession Policy, Board Member Assurances, World's Best Workforce Plan, **School Director Job Description and Roles should be added.**

**VIII. MOTION TO ADJOURN** at 6:37 p.m. made by Frink, 2<sup>nd</sup> by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passes unanimously.

# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, October 20, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join with Zoom Meeting:

<https://zoom.us/j/95270139614?pwd=dks2MGFuN29Wc1F0VzVEUXRzTTZsQT09>

Meeting ID: 952 7013 9614

Passcode: hTyzc9

## **AGENDA**

- I. CALL TO ORDER** was made by Chairperson Fanucci at 5:33 p.m.
- II. ROLL CALL**
  - a. Board members present: Halvorson, Savage, Frink, Fanucci, Brown, Blaha
  - b. Board members absent: None
  - c. Other attendees: Director Jensen, Parents, Hoffman from Clifton Larson Allen and Dawn Jenkins
- III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**
- IV. APPROVAL OF MEETING AGENDA** Motion from Frink. Second by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.
- V. DECLARATION OF CONFLICTS**
- VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**
  - a. 9/15/20 Motion from Halvorson. Second by Savage. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.
  - b. 9/24/20- Special Meeting Motion from Frink. Second by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.
- VII. COMMUNITY COMMENTS**
  - a. Will we see any funding from the referendum from Monticello School District? We cannot receive any of those funds. We need to rely on fundraising, state and federal funds. Sometimes we qualify for grants to get additional funding.
- VIII. FINANCIAL REPORT**
  - a. September Financial Report -Cash is looking healthy per Dawn Jenkins. About \$700,000. We are 25% of the way through the budget. We are at 21% of the revenue. We are saving money by not paying the Monticello Community Center student membership fees. Motion from Frink. Second by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.
  - b. Building Company Account – The following are their bank balances as of 09.30.20:
    - i. Checking = \$11,245.75
    - ii. Savings = \$23,409.30
    - iii. Some building updates: Downspout repair, painting outside, maintenance on security cameras, internet/wifi updates.
  - c. Enrollment Numbers
    - i. Charter School = 139
    - ii. Pupil Unit Budget/Actual = 159/139
  - d. Review of Bills – Frink reports that there was nothing out of the ordinary.
  - e. Donations – No donations came through since last meeting.

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

- a. Osprey Wilds has not yet approved the draft we received from Mr. Bill Anderson. We should know by next meeting if Osprey Wilds will approve the final draft.

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

- a. Director Jensen does not have anything to report at this time. She is still going through data and working through the annual report. Julie and Bill have completed all of the assessments.

**XI. STRATEGIC PLANNING & GOAL SETTING**

- a. Full time hire of a director: we need to form a committee to come up with an outline of how we want to proceed. Previously there were 5 people on the committee. There were three staff members, current director and another board member. For this time, we should have two staff members and at least two board members and one parent member. Discussion of whether or not parents can be on the committee. By next week, we should have who is interested so they can set up a timeline and agenda. Fanucci will get emails over to Director Jensen to forward out this week. Timeline goal: committee formed by November meeting, they will then put together a timeline and begin actively searching at the beginning of the new year.

**XII. NEW BUSINESS**

- a. Parent Board Member Applications and Selection and Swearing in of New Member – Liza Thomas and Kristin Faul are the two parent candidates. Motion from Frink to approve Liza Thomas. Second by Blaha. Role call vote was taken: Halvorson - aye, Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.
- b. FY20 Audit report from Clifton Larson Allen – School records are in good order. There is a clean audit report. They are issuing an unmodified audit report. One legal compliance matter was reported, but it fairly common to have those. No other legal compliance matters were found for last school year.
- c. Revised Budget discussion/review with Dawn Jenkins – Dawn Jenkins walked through the FY21 Revised Budget. We could create working budget and Dawn Jenkins would be able to help at our monthly board meetings. Currently not worried about a 30% holdback because of our fund balance. Motion from Frink to accept revised budget. Second by Brown. Role call vote was taken: Halvorson - aye, Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.
- d. WBWF & OW Annual Report – Director Jensen is very close to being done with it. Table until a special meeting next week on Thursday 10/29/20.
- e. Whistleblowers Policy Review – No changes.
- f. Financial & Cash Management Policy Review – No changes.
- g. Religious Expressions Policy Review – No changes.
- h. Credit Card Policy Review – No changes.
- i. School Director Job Description and Responsibilities Review – Sub committee can offer suggestions or items to be changed and then the board can vote on it.
- j. Wright County COVID case rate data update – case rate data last Thursday was 23.96. Calls Director Jensen has been on have projected that case rate data will stay in the 20s. Extended care room was about half the size, we can have 6 bodies max in the room for essential care. The gathering space was listed as more than it is. Brown when through and reevaluated square footage.
- k. Update on teachers and how the year is going – Teachers are doing the job of 2-3 people. Director Jensen is wondering if it is possible to dip into the fund balance to support the teachers more. What can the board brainstorm for how we can support teachers.

**XIII. OLD BUSINESS**

**XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS**

- a. Discussion of movement between learning models- space is an issue, Director Jensen would like to see 5 data points of below 12 to even consider in person. We would need to brainstorm/hire someone to help with distance learning.

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, November 17<sup>th</sup>, 2020 at 5:30 p.m. at SRMCS.
- b. Special meeting on Thursday, October 29<sup>th</sup> at 5:30 p.m. to review and approve the OW Annual report.
- c. Upcoming Monthly Agenda Items – WBWF Summary, Use & Rental of School Facilities Policy, Bullying Prohibition Policy, Mid-Year Student Enrollment Policy, Extended Care & Summer Camp Enrollment Policy for Staff Children, Review Tuition & Extended Care Rates for Next School Year.  
**ADD to agenda: Brown's report on space and square footage.**

**XVI. MOTION TO ADJOURN** at 7:50 p.m. made by Frink 2<sup>nd</sup> by Savage. Motion from Frink. Second by Halvorson. Role call vote was taken: Halvorson - aye , Savage - aye, Frink - aye, Fanucci - aye, Brown - aye, Blaha- aye. Passed unanimously.

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Thursday, October 29, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

<https://zoom.us/j/95316254540?pwd=V1NYNEo2T3pDSXplR3FzKzE3aG54Zz09>

Meeting ID: 953 1625 4540

Passcode: nJCu6x

**SPECIAL MEETING AGENDA**

- I. CALL TO ORDER** was made by Chairperson Fanucci at 5:31 p.m.
- II. ROLL CALL**
  - a. Board members present: Fanucci, Blaha, Brown, Savage, Halvorson (late)
  - b. Board members absent: Frink
  - c. Other attendees: Liza Thomas, Director Amy Jensen
- III. APPROVAL OF MEETING AGENDA** approved by Brown, 2<sup>nd</sup> by Savage. Fanucci - aye, Blaha -aye, Brown - aye, Savage – aye.
- IV. COMMUNITY COMMENTS** None
- V. NEW BUSINESS**
  - a. Swearing in of Newly Elected Board Member Liza Thomas.
  - b. WBWF/Annual Report Approval – Brown made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – aye. Director Jensen will send the report off to Osprey Wilds.
- VI. NEXT BOARD MEETING**
  - a. Date, Time & Location of next Board Meeting- Tuesday, November 17, 2020 at 5:30 PM via Zoom.
- VII. MOTION TO ADJOURN** at 5:39 p.m. made by Halvorson, 2<sup>nd</sup> by Brown.



# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, November 17, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join with Zoom Meeting:

<https://zoom.us/j/96009696770?pwd=TzAzQllpQy9lN3dXeWw5VW9MN3c5UT09>

Meeting ID: 960 0969 6770

Passcode: W22CD1

## **AGENDA**

- I. CALL TO ORDER** was made by Chairperson Fanucci at 5:32 p.m.
- II. ROLL CALL**
  - a. Board members present: Fanucci, Blaha, Brown, Thomas, Frink, Halvorson, Savage
  - b. Board members absent:
  - c. Other attendees: Director Amy Jensen, Dawn Jenkins, staff, and parents.
- III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**
- IV. APPROVAL OF MEETING AGENDA** Frink made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
- V. DECLARATION OF CONFLICTS** – None.
- VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**
  - a. 10/20/20: Brown made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
  - b. 10/29/20- Special Meeting: Halvorson made motion to approve. 2<sup>nd</sup> by Frink. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
  - c. 8/18/20- Special Meeting: Halvorson made motion to approve. 2<sup>nd</sup> by Frink. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
- VII. COMMUNITY COMMENTS** – None.
- VIII. FINANCIAL REPORT**
  - a. October Financial Report – review of financials by Dawn Jenkins. Working budget will help us see where we are at financially since things are constantly changing. Covid 19 expenses were added to the budget around \$26,000 that was not originally added. It is hard to project our budget this particular year. We have a healthy fund balance and a healthy cash account. Frink made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
  - b. Building Company Account – The following are their bank balances as of 10.30.20:
    - i. Checking = \$11,941.64
    - ii. Savings = \$23,418.92-There was an additional outlet put in the basement. There was a switch that needed to be fixed and there was a plumber out to fix a water fountain.
  - c. Enrollment Numbers
    - i. Charter School = 139 – There are now 136 by the end of the month.
    - ii. Pupil Unit Budget/Actual = 159/139
  - d. Review of Bills
  - e. Donations -No donations to approve at this meeting.
- IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

- a. Finishing up the report.
- b. E2 and Amy Jensen brainstorming kits to send to have an Osprey Wild Experience from home.

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

- a. Finishing up.

**XI. STRATEGIC PLANNING & GOAL SETTING** – start thinking about how to encourage getting enrollment up for next year.

**XII. NEW BUSINESS**

- a. Changes to 20-21 School Calendar – Added teacher planning days and some new distance learning days. Brown made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
- b. OW Renewal Evaluation – Overall the school has met and exceeded in most areas. There are a few things that need to be in compliance or updated on the website. Amy Jensen is working on updating the items that need to be fixed.
- c. Add fax capability to office copy machine – The current fax machine is not working well. The new capability is a one-time fee less than \$500. Left to Director discretion.
- d. OW Sounding Board Issue 15- Board Member Recruitment – We need to consider in February how we can approach recruiting new board members.
- e. Application and Enrollment Policy – Fanucci mentioned to update the email to the “Director at Swan River”. Mid-year dates are not consistent with the mid-year enrollment policy. Frink made motion to approve updated policy. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
- f. Use & Rental of School Facilities Policy – Monticello Community Center is still showing for weddings. We still have an agreement with them. No changes to policy.
- g. Bullying Prohibition Policy – No changes to policy.
- h. Mid-Year Student Enrollment Policy – No changes to policy.
- i. Extended Care & Summer Camp Enrollment Policy for Staff Children – Fanucci recommends deleting all the parts that reference summer camp. Blaha made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.
- j. Wright County COVID case rate data update – Case loads are continuing to double every two weeks. Discussion of why we are keeping Kindergarten in hybrid model and at what point would they go distance learning.
- k. Update on how the year is going for teachers and staff – Many teachers feel that moving to distance learning only will be a breather and helpful to get caught up. Amy Jensen will check in with Jessica to see if all sped staff are comfortable teaching in person.

**XIII. OLD BUSINESS**

- a. Appointment of members to director hiring committee – 2 teachers, 2 board members and 1 parent. Craig Wignes, Jessica Miller, Jessica Fredriksen, Nicole Perez, Sharon Schneider, Amy Savage all volunteered.  
Parent member: Craig Wignes  
Teacher members: Sharon Schneider and Jessica Frederiksen  
Board members: Amy Savage and Liza Thomas.  
By next meeting, the committee should look at the job description and then we can get it posted by the beginning of the year.
- b. Extended care rate increase – Extended care rate raised for 2020-2021 term, but the increase was never enacted. Start the increase in January 2021.

**XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS** – Frink is moving, but he will stay on through the end of the year.

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, December 15, 2020 at 5:30 p.m. at SRMCS.

- b. Upcoming Monthly Agenda Items – Amy Jensen will think about moving some policy review to other months versus next month.

**XVI. MOTION TO ADJOURN** at 6:57 p.m. made by Frink, 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Frink – aye, Savage – aye. Motion passes unanimously.

# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, December 15, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

<https://zoom.us/j/91631362487?pwd=ajJlTmIldGkzNnd3QXRlM292c1ZMdz09>

Meeting ID: 916 3136 2487

Passcode: F7i3z8

## **AGENDA**

**I. CALL TO ORDER** was made by Chairperson Fanucci at 5:32 p.m.

### **II. ROLL CALL**

- a. Board members present: Fanucci, Blaha, Brown, Thomas, Halvorson, Savage
- b. Board members absent: Frink
- c. Other attendees: Director Amy Jensen, Dawn Jenkins, staff, and parents.

### **III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

**IV. APPROVAL OF MEETING AGENDA** Brown made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Savage – aye, Frink – absent. Motion passes.

**V. DECLARATION OF CONFLICTS** – None.

### **VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 11.17.20 Savage made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Savage – aye, Frink – absent. Motion passes.
- b.

**VII. COMMUNITY COMMENTS** – None.

### **VIII. FINANCIAL REPORT**

- a. November Financial Report – review of financials by Dawn Jenkins: Total state revenues 35%, federal revenues, no funds have come in yet. As of December, all of the Corona Virus Relief funds have been drawn. There is funding available to support mental health of staff. COVID-19 expenses are at about 57%. Overall loss projection \$25,000. Dawn is saying we are doing alright. Halvorson made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Savage – aye, Frink – absent. Motion passes.
- b. Building Company Account – The following are their bank balances as of 11.30.20.
  - i. Checking = \$8,120.77

- ii. Savings = \$23,428.87
  - iii. Updates: There was a camera that was not working, but it was fixed. The server was outdated, so we are looking into replacing it.
- c. Enrollment Numbers
  - i. Charter School = 135
  - ii. Pupil Unit Budget/Actual = 138/135
- d. Review of Bills – Nothing out of the ordinary.
- e. Donations – Donations from Giving Fund, Thrivent Choice Dollars, Linda Zahler, Amazon Smile. Savage made motion to approve. 2<sup>nd</sup> by Brown. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Savage – aye, Frink – absent. Motion passes.

#### **IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

- a. Bill Anderson says there is not anything extra to report this time.

#### **X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

- a. Amy Jensen is working on numbers and data from beginning of year. OW wants to compare Fall 2019 to Fall 2020. Students are doing better than we expected. Report should be ready by next time. We will complete February assessments for winter.

#### **XI. STRATEGIC PLANNING & GOAL SETTING**

- a. How to advertise enrollment for next year: Consider social media and word of mouth. We can advertise for next year and also let people know there is room available this year still. January 1<sup>st</sup> – 14<sup>th</sup> is the application window for Fall 2021. How can we rebuild trust and connections in the community?

#### **XII. NEW BUSINESS**

- a. New Policy: Telemedicine Telehealth Policy – Revisions to make it more uniform with other SRMCS policies as far as formatting. Brown made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Savage – aye, Frink – absent. Motion passes.
- b. Religion Policy Review – No revisions
- c. Protection & Privacy of Pupil Records Policy Review – No revisions.
- d. Early Childhood program- applications and wording for website – Amy Jensen wants to ask board if we intend to welcome back preschoolers in Fall 2021. Accept applications for now. Add to next meeting a vote on whether or not we will hold a preschool program next year.
- e. Wright County COVID case rate data update & guidance from RST – Amy Jensen reached out to Michelle Wang from the RST. Consider January 11<sup>th</sup> or 18<sup>th</sup> with a phased in return per RST. Can we go back to hybrid if case rates are in the 70s? What plan can we put in place to have the staff be available to move back to hybrid. We all want the kids to be back, but it needs to be done safely and well-staffed. Do not necessarily put a date of return but communicate that we are keeping track of the county case rates and staff out. Amy Jensen will email parents to notify that there will be distance learning for Kindergarten and Special Ed for the week of January 4<sup>th</sup> – 8<sup>th</sup>.
  - i. OSHA violation: a report was made with complaints of lack of social distancing, not following masking policy, and lack of routine sanitation. Social distancing put in place in the office, cleaning schedule is created for the 503 building, asked SpEd team if they needed additional PPE. Amy Jensen reminded staff in an email about following the mask policy. Amy Jensen sent the corrections to the OSHA contact, but has not yet heard back.
- f. Update on how distance learning is going for teachers and staff – One model has brought some relief, but there are still challenges. We all want to be with the kids so it is bittersweet.

#### **XIII. OLD BUSINESS**

- a. Director hiring committee update – What do we want in a director? Franco is going to meet with the director search committee soon. Due to open meeting law, it needs to be posted publicly.
  - 1. Things we are looking for: possibly more than one person. We need to ask Dawn Jenkins if the budget can handle that. Do we want one person to oversee curriculum, staff and students while another person oversees admin, reporting, etc. like an assistant director?

2. Adjectives and desired qualities: Leader, innovator, engaged, learner, organized, good communicator, logical, diligent, concise, Montessori background, positive, approachable, good handle on management and admin side of things, organized, honest, tactful, trustworthy, passionate about the development of children, fair, hands on, behavior management skills.
3. Seeks collaboration when needed.
4. Experience with special ed?
5. Committee could reach out to other schools and learn about their models. Liza will reach out to Erin at OW to ask about other charters and if it is possible to split the leadership.
6. We are looking for an assistant director with a teaching license or a willingness to get a sub license.
7. Franco will get the hiring committee together Tuesday, December 2<sup>nd</sup> at 5:30p.m. Franco will send information to Amy Jensen so we can announce the meeting.

**XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS**

- a. Letter to the board involving masking, safety protocol, and follow through. Hopefully all is now addressed with the OSHA violation corrections.
- b. OW approved our authorization for the next 5 years. They will visit the January board meeting to talk about it more in depth.

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, January 19, 2020 at 5:30 p.m. via Zoom.
- b. Upcoming Monthly Agenda Items – Attendance Policy, Equal Employment Policy, Disability Non-Discrimination Policy, Harassment & Violence Policy, Student Disability Non-Discrimination Policy, COVID update, voting on preschool program, update on hiring committee, strategic planning – continued discussion about enrollment.

**XVI. MOTION TO ADJOURN by Franco at 8:25 p.m. made by Brown, 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Thomas – aye, Savage – aye, Frink – absent. Motion passes unanimously.**

# SWAN RIVER MONTESSORI CHARTER SCHOOL

Monday, January 11 at 5:30 p.m.

\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.

Join Zoom Meeting

<https://zoom.us/j/98155101629?pwd=S28yWGcvMUxmMXFvdnk0aVdBVmNRdz09>

Meeting ID: 981 5510 1629

Passcode: hAng2N

## SPECIAL MEETING AGENDA

- I. **CALL TO ORDER** was made by Chairperson Fanucci at 5:33 p.m.
- II. **ROLL CALL**
  - a. Board members present: Rebecca Brown, Ashley Blaha, Franco Fanucci, Julie Halvorson, Amy Savage, Liza Thomas (late)
  - b. Board members absent: Don Frink
  - c. Other attendees: Amy Jensen, parents and some staff members.
- III. **APPROVAL OF MEETING AGENDA** Halvorson made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.
- IV. **NEW BUSINESS**
  - a. Planning for return to in -person learning – In person learning with the full classroom, Monday through Thursday. Friday will remain a distance learning day. Distance learning will still be an option for all families. Currently, families can switch back to in person, but once cohorts begin in person, families will have to wait until April 6<sup>th</sup> to re-enter in person learning. Families can still switch to distance learning at any time.
    - i. Plan by level for meeting needs of in-person and distance learning students
      1. Kindergarten –
        - Amy S is teaching about half the in person Kindergartners. Tasha and Deedee are job sharing the assistant position.
        - Shanny is teaching the other half of in person Kindergartners. Kristina is the assistant; Jean D is going to continue being the para.
        - Both teachers are providing virtual/full distance learnings and on Fridays.
        - Both teachers will provide one on one virtual meetings as needed.
      2. E1 –
        - Sharon, Nicole and Lori are providing in person lessons to their respective classrooms.
        - Lori has a new assistant, Cathy, from essential care.
        - They are collaborating on virtual lessons.
        - Amy Jensen is also helping with virtual learning lessons.
      3. E2 –
        - Ashley will be the distance learning teacher, creating all lesson videos for 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grade.
        - Ashley will offer virtual meetings for distance learners and optional Friday check ins for all E2 students.
        - Dylan will be the long-term sub/in person teacher for Ashley's class.
        - Nancy's class stays the same.
        - Kids will be receiving lessons from Nancy, Dylan and Ashley.
        - E2 parents should include all three teachers in communications.
        - Brittney will be full time para in Dylan's room.
        - Amy Fuller will be full time working to assist SpEd students in Nancy's room.

- Kathy F will be subbing as the assistant in Dylan's room.
  - Heather will become assistant in Nancy's room.
  - Amy Jensen needs to advertise for a substitute to help E2 over Ashley's maternity leave.
- ii. Programming
1. Extended Care Program – Amy Jensen is making sure we are going to have the right amount of staff with more kids present each day. We are now charging an increase priced to reflect when we originally voted to increase. There are not enough staff to split extended care into three groups.
  2. Care for Children of Essential Workers – Amy Jensen is working with Molly and other staff to have Friday essential care covered each week. Amy Jensen thinks it will be feasible to continue helping essential care students with their distance learning.
- iii. General Health & Safety
1. Face Masks/Shields – Supplies have been picked up and distributed to the students. Shields have been provided. Amy Jensen is saying it is highly recommended to wear a face mask and a shield, but she is not requiring it. There are not shields for the children currently, but we have some extra adult sized shields we can offer if needed.
  2. Air Treatment System – Dawn Jenkins says there is more money coming for Covid relief, but we are not sure when. Amy Jensen would like to offer one per classroom if they want if the budget allows.
  3. Plexiglass Partitions – Amy Jensen has ordered the partitions for each classroom.
  4. Distancing requirements – for Elementary students, recommending 3 ft between students when possible. 6 ft of distance or partitions required while eating. One positive case in a classroom would indicate a need for the whole class to quarantine.
- iv. Staffing
1. Shifting of staff to new roles – see section explaining plan by level.
- v. Other Considerations, Needs & Wants
1. At what point would we decide to do distance learning based on case rate numbers? Amy Jensen is not thinking we would need to shift learning models based on the case rate numbers.
  2. Will we essentially be 4 days a week up until the end of the year? Amy Jensen is saying yes as long as there is enough staff and not a lot of student absents, regardless of case rates in the community.
  3. Have there been check ins with the teachers this week to see how they are doing and if they are prepared? Per Amy Jensen: Amy S and Shanny had a good first day, E1 is feeling more relieved since Amy Jensen will be helping with the DL portion, Amy Jensen has not yet met with E2 to check in.
  4. Has there been consideration if a whole room is out on quarantine, how the staff will pivot again? Because the DL portions are shared or covered by one person who is off site, people will be able to still help even if they are on quarantine.
  5. Do we need to vote on shifts in learning model? At the beginning of the year, the board did not vote to give the director the full discretion to shift learning models. It is supposed to be collaborative and voted on by the board.
- vi. **MOTION TO APPROVE** the plan as described made by Halvorson. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – aye, Frink – absent. Motion passes.
- vii. **MOTION TO APPROVE** the decision to allow the director to make shifts in learning model without board approval (moving forward) made by Halvorson. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – aye, Frink – absent. Motion passes.
- viii. **MOTION TO ADJOURN** at 6:26 p.m. made by Halvorson, 2<sup>nd</sup> by Savage. made by Halvorson. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – aye, Frink – absent. Motion passes.



# SWAN RIVER MONTESSORI CHARTER SCHOOL

**Tuesday, January 19, 2021 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

<https://zoom.us/j/91484480212?pwd=bGJ5emZ2U3Q0SjB1d1RIWWdVaGRIdz09>

Meeting ID: 914 8448 0212

Passcode: wkt3C9

## AGENDA

**I. CALL TO ORDER** was made by Chairperson Franco Fanucci at 5:32 p.m.

**II. ROLL CALL**

- a. Board members present: Franco Fanucci, Ashley Blaha, Julie Halvorson, Rebecca Brown, Amy Savage
- b. Board members absent: Liza Thomas, Don Frink
- c. Other attendees: Nalani McCutcheon, Dawn Jenkins, parents, teachers

**III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

**IV. APPROVAL OF MEETING AGENDA** Brown made motion to amend and approve. 2<sup>nd</sup> by Halvorson. Fanucci-aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.

**V. DECLARATION OF CONFLICTS** – None

**VI. OSPREY WILDS: RENEWAL EVALUATION**

- a. OW looks at four different categories for evaluation for renewal.
  - i. Academic performance: SRMCS got over 100% of the points OW would typically allot. SRMCS met or exceeded in almost all areas of measurement. Areas for improvement would be math growth and social/emotional growth.
  - ii. Financial performance: SRMCS met in every finance category.
  - iii. Environmental education: The things we are doing with the kids – indicators are all meets. Secondly, how are we doing with school culture, alignment to mission and the community and governance? SRMCS is well-developed.
  - iv. Operations: All categories and measures have met target.
- b. OW is drafting a new 5-year contract. SRMCS is a fast-track school, so OW is able to start early. The contract must be fully executed by the end of June 2021. There are two parts to the contract. The template of the contract and the exhibits. There are several exhibits that are very specific to SRMCS. OW wants the school goals to mesh with the OW goals. By March 15<sup>th</sup> OW would like final suggestions of what we would

like to change. The board is expected to approve the contract and the exhibits no later than the June board meeting. The deadline is June 30<sup>th</sup>, 2021.

**VII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 12.15.20 Brown made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.
- b. 1.11.21 Halvorson made motion to approve. 2<sup>nd</sup> by Brown. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.

**VIII. COMMUNITY COMMENTS - None**

**IX. FINANCIAL REPORT**

- a. December Financial Report – review of financials by Dawn Jenkins: 50% of the way through the year. SRMCS should continue to review month by month. Halvorson made motion to amend and approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.
- b. Building Company Account – The following are their bank balances as of 12.31.20.
  - i. Checking = \$10,381.56
  - ii. Savings = \$23,438.82
  - iii. There was a security camera that was replaced.
  - iv. Downstairs classroom had outlets fixed.
- c. Enrollment Numbers
  - i. Charter School = 137
  - ii. Pupil Unit Budget/Actual = 135/137
  - iii. Applications have come in, still waiting on re-enrollment forms from current families.
- d. Review of Bills
- e. Donations – no recent donations.

**X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

- a. No current update, but there should be an update next month.

**XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

- a. Amy Jensen is still working on it.

**XII. STRATEGIC PLANNING & GOAL SETTING**

- a. Next month: discuss renewal goals for OW contract.
- b. Could we consider Children's house through 8<sup>th</sup> grade?

**XIII. NEW BUSINESS**

- a. Policies Up For Review: Rebecca will update the revised dates.
  - i. Attendance Policy – No changes or updates.
  - ii. Equal Employment Policy – Table until next month.
  - iii. Disability Non-Discrimination Policy – No changes or updates.
  - iv. Harassment & Violence Policy – Add Franco's contact information and board email address under the board contact section. Halvorson made motion to amend and approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.
  - v. Student Disability Non-Discrimination Policy – Table until next month.
- b. OW Sounding Board Issue 18- for your reference: Amy Jensen will distribute the Sounding Board Issue on Ad-Hoc Committees.
- c. Return to in-person learning update:
  - i. Update from Amy Jensen: It's going really well, but it is exhausting for the teachers. Amy J is overseeing drop off and pick-up procedures and will ask the staff for feedback on how those aspects are going. Possibly thinking some kids can be dismissed through the back doors. Amy J has been checking in with E2.

- ii. Update on dividers: One E1 classroom will need to borrow from E2 until all the dividers are made. SpEd has dividers on order, but they are not in yet.
  - iii. First staff COVID testing is scheduled on Thursday. It will take place every other week.
- d. Update on Teacher training: Nancy had initial conversations with Katie Curtis about teacher/mentor training. Amy J is suggesting once a month from now until August for Nancy to meet with the mentor for about 3 hours at a time for a \$200 stipend per time. Could we consider more than once a month or maybe more time in the summer to support her? There are possible two different mentors who can help her.
- e. Updates to Safe Learning Plan: Amy Jensen is wondering if we need to have old information on how learning models are determined. If it not relevant, we don't need it in the learning plan.

#### **XIV. OLD BUSINESS**

- a. Director hiring committee update: Amy Savage reports that things are going well. Last week three guests attended to talk about a director and an assistant director. The committee is looking for one director at this time. The budget would have to be a half time position for the assistant. Feedback from staff survey: it feels like it is more than a one-person job. Committee is thinking we should focus on a one-person job and pick up some other duties with staff through stipends. Committee is wondering how soon they can post and if there is a budget for paying certain sites. Committee can collect the resumes and applications and share them with the board. Hopefully we can get candidates by March. Jessica will forward the survey results to the board.
- b. Special Board Meeting to approve updated job description will be next Thursday, January 28<sup>th</sup> at 5:30 p.m.

#### **XV. BOARD CORRESPONDENCE AND COMMUNICATIONS**

#### **XVI. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next regular Board Meeting – Tuesday, February 16, 2020 at 5:30 p.m. at SRMCS and via Zoom.
- b. Date, Time & Location of next special Board Meeting – Thursday, January 28<sup>th</sup>, 2021 at 5:30 p.m. via Zoom.
- c. Upcoming Monthly Agenda Items –Approve school calendar for FY22, Confirm auditor contract, Fixed Assets Policy, Nepotism Policy, Public and Private Personnel Data, OW Sounding Board – Issue 15 – Board Member Recruitment, Equal Employment Policy, Student Disability Non-Discrimination Policy

**XVII. MOTION TO ADJOURN** at 7:24 p.m. made by Brown, 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson - aye, Savage – aye, Thomas – absent, Frink – absent. Motion passes.

# **SWAN RIVER MONTESSORI CHARTER SCHOOL BOARD MEETING**

**Thursday, January 28, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

<https://zoom.us/j/91688695200?pwd=Y3djSm9FWlJaN2NsaFVaRTRudG1hdz09>

Meeting ID: 916 8869 5200

Passcode: 1nxZT8

## **AGENDA**

- I. CALL TO ORDER** was made by Chairperson Franco Fanucci at 5:32 p.m.
- II. ROLL CALL**
  - a. Board members present: Franco Fanucci, Ashley Blaha, Julie Halvorson, Amy Savage, Liza Thomas
  - b. Board members absent: Donald Frink, Rebecca Brown
  - c. Other attendees: Jessica Frederikson, Sharon Schneider, Beth Brockman
- III. APPROVAL OF MEETING AGENDA** Halvorson made motion to amend to at item b. in New Business and approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - absent, Halvorson - aye, Savage – aye, Thomas – aye, Frink – absent. Motion passes.
- IV. DECLARATION OF CONFLICTS**
- V. NEW BUSINESS**
  - a. Review of documents related to the school director job description and requirements of employment – The content and changes look good. Jessica can post the full job description on the websites. Thank you to the committee for going through it all and thank you to Beth for helping with the job descriptions as well. The Director Search Committee will post the job by February 1<sup>st</sup>, 2021. Savage made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - absent, Halvorson - aye, Savage – aye, Thomas – aye, Frink – absent. Motion passes.
  - b. Resignation from Donald Frink – Don has moved to Connecticut and has resigned his post. We will discuss it further at the next regular meeting.
- VI. OLD BUSINESS**
  - a. None
- VII. MOTION TO ADJOURN** at 5:42 p.m. made by Halvorson 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - absent, Halvorson - aye, Savage – aye, Thomas – aye, Frink – absent. Motion passes.

# SWAN RIVER MONTESSORI CHARTER SCHOOL

**Tuesday, February 23, 2021 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Topic: School Board Meeting

Time: Feb 23, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97484521383?pwd=RDhrN1VhV3NKeUV5QUxxUi9JNXIrdz09>

Meeting ID: 974 8452 1383

Passcode: 8tVAtA

## AGENDA

**I. CALL TO ORDER** was made by Chairperson Fanucci at 5:34 p.m.

**II. ROLL CALL**

- a. Board members present: Franco Fanucci, Ashley Blaha, Julie Halvorson, Rebecca Brown, Amy Savage, Liza Thomas
- b. Board members absent:
- c. Other attendees: Dawn Jenkins, parents, teachers

**III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

**IV. APPROVAL OF MEETING AGENDA** Savage made motion to amend and approve. 2<sup>nd</sup> by Brown. Fanucci-aye, Blaha - aye, Brown - aye, Halvorson – late, Savage – aye, Thomas – aye. Motion passes.

**V. DECLARATION OF CONFLICTS**

**VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 1.19.21- Special Meeting - Brown made motion to amend to add items h and i in new business and approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
- b. 1.28.21- Special Meeting - Brown made motion to amend and approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.

**VII. COMMUNITY COMMENTS** – None.

**VIII. FINANCIAL REPORT**

- a. January Financial Report – review of financials by Dawn Jenkins – We are in a solid place with a healthy fund balance. Brown made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
- b. Building Company Account – The following are their bank balances as of 1.29.21.
  - i. Checking = \$13,642.45
  - ii. Savings = \$23,446.65
- c. Enrollment Numbers
  - i. Charter School = 136
  - ii. Pupil Unit Budget/Actual = 135/136
- d. Review of Bills
- e. Donations- 3 Donations received - Savage made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS – Bill**  
Anderson is waiting to hear from OW on indicator 1 to correct how the data collected can be organized to meet the goals.

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

**XI. STRATEGIC PLANNING & GOAL SETTING**

**XII. NEW BUSINESS**

- a. Policies Up For Review
  - i. Fixed Assets Policy – No changes.
  - ii. Nepotism Policy – Change to “exceptions must be approved by the Board of Directors and the School Director. Savage made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
  - iii. Public and Private Personnel Data Policy – No changes.
  - iv. Equal Employment Policy – Change to say School Director or Board Chair. Halvorson made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
  - v. Student Disability Non-Discrimination Policy – No changes.
- b. OW Sounding Board Issue 19- for your reference – Consider board self-evaluation in May and add to a June meeting agenda possibly.
- c. Approve school calendar for FY22 - Halvorson made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
- d. Approve updated FY21 school calendar – April 1<sup>st</sup> will remain a DL day for all and June 3<sup>rd</sup> would become an in person day with an early dismissal. Savage made motion to approve. 2<sup>nd</sup> by Brown. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
- e. Confirm auditor contract – Table for now.
- f. Update on progress with authorizer academic contract goals – Amy Jensen is working with teachers to go over the goals. There is a committee working on which assessments we will be wanting to use for our next contract. There has been talk of possibly adding some type of Montessori math assessment in addition to our current set of assessments.
- g. Fencing for 503 Building – We will defer to the Building Committee. There are a few items that we will need to move, due to the proximity of the railroad tracks. The Nature Playground guidelines have been updated and disseminated to staff to talk to the students about. The EE committee will continue having discussion.
- h. Formally approving Amy Jensen as individual with authority - Brown made motion to approve. 2<sup>nd</sup> by Thomas. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
- i. Need a new signer for Don’s replacement – Amy Savage will be the new signer. Halvorson made motion to approve. 2<sup>nd</sup> by Thomas. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.

### **XIII. OLD BUSINESS**

- a. Resignation of Donald Frink from Board – We need to replace him. The community member must live inside the state of Minnesota and must not be affiliated to the school. Fanucci will put out an email to hopefully get some applicants for the interim position. The treasurer through the end of the term will be Savage. Brown made motion to nominate Amy Savage as treasurer. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.
- b. Director Hiring Committee Update – The committee would like to search for one person for the director position. There have been 5 or 6 applicants. The first week in April is when interviews will take place. The committee is wondering if there is a back up plan? We will address that as it comes up. The committee is recommending to add Nicole Perez to the Director Hiring Committee. Brown made motion to add Nicole Perez to the committee. 2<sup>nd</sup> by Thomas. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.

### **XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS –**

Nancy Erb thanks the board for the additional support for her mentor hours.

Regarding the letter about the second OSHA complaint – the official from OSHA came to do a complete evaluation and we are awaiting results. Fanucci will reach out to Amy Jensen to touch base on the status.

### **XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, March 16, 2021 at 5:30 p.m. at SRMCS and via Zoom.
- b. Upcoming Monthly Agenda Items – Budget preparations for FY21, Prepare for upcoming board elections, Compensation for Substitute Teachers & Support Staff Policy, Professional Development for staff update, Annual Board Training, Director Hiring Committee update

### **XVI. MOTION TO ADJOURN** at 6:46 p.m. made by Halvorson, 2<sup>nd</sup> by Brown. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion passes.

# SWAN RIVER MONTESSORI CHARTER SCHOOL

**Tuesday, March 16, 2021 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Topic: School Board Meeting  
Time: Mar 16, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/99336063798?pwd=RVBuUFV3NzlsNmJ3elhmblk3NmtqQT09>

Meeting ID: 993 3606 3798  
Passcode: 68uEgW

## AGENDA

**I. CALL TO ORDER** made by Chairperson Franco Fanucci at 5:34 p.m.

### **II. ROLL CALL**

- a. Board members present: Franco Fanucci, Ashley Blaha, Rebecca Brown, Liza Thomas, Julie Halvorson, Amy Savage
- b. Board members absent: None
- c. Other attendees: Staff, parents, Amy Jensen, Jessica Frederikson and Dawn Jenkins.

### **III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

**I. APPROVAL OF MEETING AGENDA** Brown made motion to approve. 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – late, Savage – aye, Thomas – aye. Motion passes.

### **II. DECLARATION OF CONFLICTS**

### **III. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 2.23.21 Halvorson made motion to approve. 2<sup>nd</sup> by Brown. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – late, Savage – aye, Thomas – aye. Motion passes.

### **IV. COMMUNITY COMMENTS** – None.

### **V. FINANCIAL REPORT**

- a. February Financial Report – review of financials by Dawn Jenkins – Dawn will resend the document to expand some columns to get rid of pound signs. Community ed portion of fund, we will not be receiving any early childhood tuition. The board needs to be thinking about how we will approach that and what other areas we will dip into. Overall, we are “not looking too bad”. We will qualify for some additional funds. We may be getting additional funds for lost K-6 students in the following fiscal school year. It is still up for discussion



at the state level. Swan River is in a good cash position. Brown made motion to approve. 2<sup>nd</sup> by Halvorson. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – late, Savage – aye, Thomas – aye. Motion passes.

- b. Building Company Account – The following are their bank balances as of 3.4.21.
  - i. Checking = \$13,643.23
  - ii. Savings = \$23,448.00
- c. Enrollment Numbers – Per Amy Jensen- enrollment numbers for next year are looking to be around 154 (it does include 14 EC students). E2 – 42, E1 – 75, K – almost to 13 per classroom. 4 kindergartners on the waiting list. 14 on 1<sup>st</sup> grade waiting list, 2<sup>nd</sup> grade has 5, 3<sup>rd</sup> grade has 5, 4<sup>th</sup> grade has 6, 5<sup>th</sup> grade has 1, no 6<sup>th</sup> graders on waiting list.
  - i. Charter School = 136
  - ii. Pupil Unit Budget/Actual = 135/136
- d. Review of Bills – Rebecca Brown had a question about SpEd transportation bill – was it from the summer? No, it is from this year.
- e. Donations- none received

**VI. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS – Bill**

Anderson reported to Amy Jensen: Swan River is going to reapply to adopt Swan Park. He is working on a number of indicator goals with the students.

**VII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS – Table until next month.**

**VIII. STRATEGIC PLANNING & GOAL SETTING – should the building committee consider a plumbed eyewash station?**

**IX. NEW BUSINESS**

- a. Policies Up For Review:
  - i. Compensation for Substitute Teachers & Support Staff Policy – discussion of wording of “substitute capacity”. Leave policy as is and Rebecca Brown will update reviewed date.
- b. Budget preparations for FY21 – what projected numbers do we use for next year’s budget? Dawn Jenkins mentioned we need to consider how many families will return once COVID slows down. We should consider being more conservative with our projected numbers when making our budget. We need to keep in mind that the community membership fees will return.
- c. Prepare for upcoming board elections – Franco will ask for a community board member at the next meeting. Blaha, Brown, and Thomas are interim board members that terms will be up in June 2021. Fanucci’s term will end in June 2021 as well. There will be a lot of openings. Amy Jensen can post to get interest on Facebook. Franco will email information for new candidate applications to Amy Jensen to go out the prior to April meeting.
- d. Professional Development for staff update – Amy Jensen reports that there was a mandated reporting training, there will be another training on April 5<sup>th</sup>. Amy Jensen has planned first aid/CPR training towards the end of June 28<sup>th</sup> and June 29<sup>th</sup>. Osprey Wilds will be putting out some Environmental Ed teacher training that will be offered to teachers and staff.
- e. Annual Board Training – With 5 potential new board members, we should consider putting in the budget to pay for the first board training.
- f. OSHA Report – Amy Jensen is working on the abatement actions requested from OSHA. She will be asking for extra time. Eye wash stations were delivered today. The saline solution for the station is on back order. The training plan has been completed, but Amy Jensen has to also train the staff on how to follow the plan.

**X. OLD BUSINESS**

- a. Director Hiring Committee Update – The committee met after the February board meeting. April 6<sup>th</sup> – 9<sup>th</sup> will be the dates for interviews. The committee will be 3/23/21 to finalize the interview questions. There are currently three candidates that have interviews set up. The job posting is still open. Discussion on if we should consider paying \$300 for a school membership for the Minnesota Montessori Network to advertise the position. It will be reposted on Facebook.

- b. Update on progress with authorizer academic contract goals – OW let us know a few exhibits that need to be reviewed or worked on. The new templates have not been emailed to Amy Jensen yet. A Fastbridge representative is going to do a webinar for staff on Friday.

**XI. BOARD CORRESPONDENCE AND COMMUNICATIONS – None.**

**XII. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, April 20, 2021 at 5:30 p.m. at SRMCS and via Zoom.
- b. Upcoming Monthly Agenda Items – Extended Care Enrollment for SRMCS Staff Members, Conflict of Interest Policy, Use of Potassium Iodide (KI) in the Event of Nuclear Accident Policy, Crisis Management Policy, Lease Aide Application to MDE, Director Hiring Committee Update, Authorizer Renewal Update, Update on applications for board members.

**XIII. MOTION TO ADJOURN** at 7:06 p.m made by Halvorson, 2<sup>nd</sup> by Savage. Fanucci- aye, Blaha - aye, Brown - aye, Halvorson – late, Savage – aye, Thomas – aye. Motion passes.

# SWAN RIVER MONTESSORI CHARTER SCHOOL

**Tuesday, April 20, 2021 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Topic: School Board Meeting

Time: Apr 20, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98594482914?pwd=bkt4Q3JqVXU1c3dxb2VqNmsvNXd0Zz09>

Meeting ID: 985 9448 2914

Passcode: 31Vt8T

## AGENDA

**I. CALL TO ORDER** Meeting called to order at 5:32 pm.

**II. ROLL CALL**

- a. Board members present: Fanucci, Halvorson, Thomas, Savage, Brown
- b. Board members absent: Blaha
- c. Other attendees: Amy Jensen, Cathy Auguston, Nicole Perez, Dawn Jenkins, Kristina Stewart

**III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

**IV. APPROVAL OF MEETING AGENDA** Brown made a motion to amend the agenda to look at staff PTO and move adding new community board member to directly following approval of meeting agenda. 2nd by Halvorson. Fanucci- aye, Brown - aye, Halvorson – Savage – aye, Thomas – aye. Motion Passes.

**V. Add Community Board Member.** Motion made by Halvorson to add Cathy Auguston. No discussion, 2nd by Savage. Fanucci- aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Motion Passes. Auguston sworn in as new Community Board member.

**VI. DECLARATION OF CONFLICTS**

**VII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 3.16.21 Halvorson made a motion to approve. 2nd by Savage. Fanucci- aye, Brown - aye, Halvorson – aye, Savage – aye, Thomas – aye. Auguston-aye. Motion Passes.

**VIII. COMMUNITY COMMENTS** None

## **IX. FINANCIAL REPORT**

- a. March Financial Report-Review of Financials by Dawn Jenkins. Will only be receiving an additional \$20,000 of Covid money since not Title I school. Will meet with Amy Jensen to discuss the budget and where the money will benefit the school the most. SRMCS remains in a financially good place. Fanucci questioned two items in tax forms and Dawn confirmed they were correct. Motion to approve by Brown. 2nd by Halvorson. Fanucci- aye, Brown - aye, Halvorson – Savage – aye, Thomas – aye. Auguston-aye. Motion Passes.
- b. Building Company Account – The following are their bank balances as of 3.31.21 .
  - i. Checking = \$19,009.18
  - ii. Savings = \$23,458.60Savage will reach out to building company to see when they meet again.
- c. Enrollment Numbers
  - i. Charter School = 135
  - ii. Pupil Unit Budget/Actual = 135/135Amy Jensen says plans to be back to full enrollment in the fall, waiting list for each level. Total Charter is at 143 but waiting to make calls to those on the waiting list. Two E1 spots, and six spots in E2.
- d. Review of Bills
- e. Donations- Two donations. Savage made motion to approve. 2nd Auguston. Fanucci- aye, Brown - aye, Halvorson – Savage – aye, Thomas – aye. Auguston-aye. Motion Passes.

- X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS** –Currently working on Indicator Area 4. Will work on Indicator 5 by doing fundraiser for TeamTrees.org. Goal is \$1000 to plant 1000 trees in Michigan. Will finish out the year working on Indicator Area 2.

## **XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

Data was graphed. Jensen looked back at FY20, FY19 and FY18. Numbers are historical for winter Reading Comprehension scores for past 3 years. Data was collected at end of January, shortly after returning to school four days a week. Board should ask new director how they plan to address reading comprehension and bring in professional development for reading. Thomas questioned whether SRMCS was staying with AIMS. Will be switching to FastBridge and will change some of the measures. Met with Osprey Wilds and how those goals would look with FastBridge. Dropping Fountis & Pannell as a goal but will keep in house.

## **XII. STRATEGIC PLANNING & GOAL SETTING**

All dates were confirmed with the Community Center for next year and will be communicated with the PTO. Breakfast with the Bunny is also scheduled. Jensen suggested that the school have a fundraiser that they benefit from directly versus all fundraiser money going directly to the PTO. She cited the amount of work that teachers put in towards the Read-a-thon. It would allow the school to put money towards items without needing PTO approval which is not always easy.

## **XIII. NEW BUSINESS**

- a. Policies Up For Review:
  - i. Conflict of Interest Policy. Brown will update to Reviewed 4-20-21
  - ii. Use of Potassium Iodide (KI) in the Event of Nuclear Accident Policy. Brown will update to Reviewed 4-20-21
  - iii. Crisis Management Policy. Brown will update to Reviewed 4-20-21
  - iv. Extended Care Enrollment for SRMCS Staff Members- says it was already reviewed in Nov. 2020. Was reviewed.
- b. OW Contract Exhibits Review
- c. Interim Community Board Member-moved
- d. Acting Director Letter of Employment & Expectations. Amy's letter of employment should go through June 30th.
- e. SRMCS 990 Tax Return Review Auguston made motion to approve, 2nd by Savage. Fanucci- aye, Brown - aye, Halvorson – Savage – aye, Thomas – aye. Auguston-aye. Motion Passes.
- f. Paid Time Off balance of staff due to COVID and staffing shortage. Liza suggested to pay out unused paid time off. Brown suggested a combination of paying down to 40 hours and the remaining 40 hours be carried over to the following year. Amy Jensen will talk to Dawn about paying out all hours over 40 hours and

whether we should use the \$20,000 in Covid money. Liza suggested that staff be notified that it could affect their tax level for the year.

**XIV. OLD BUSINESS**

- a. Director Hiring Committee Update- Discussion of when the new Director should start and how much overlap with current interim director. Liza asked what kind of benefits we currently offer to employees. Currently offer 50% of single person health insurance premium, family is out of pocket. What is an appropriate starting salary? Liza said that the current average salary for a charter school director in MN is \$82,000. Brown asked what is current salary of highest paid teacher but information was not readily accessible. Question of what weight education should have versus Montessori experience. None of the current candidates have any Montessori training or experience. The board and search committee will meet Friday April 30, 5:30, following last interview. Franco will reach out to Osprey Wilds to see what can be discussed in an opening meeting with hiring as well as meeting in person versus zoom. May 3rd job offer to be presented to candidate by Fanucci. Recommended start date of June 15th, 2021. Kristina Stewart stated that it is acceptable to ask candidates their current salary. She will be in contact with Liza regarding reference checks..
- b. Update on progress with authorizer academic contract goals

**XV. BOARD CORRESPONDENCE AND COMMUNICATIONS –**

**XVI. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, May 18, 2021 at 5:30 p.m. at SRMCS and via Zoom.
- b. Upcoming Monthly Agenda Items –Revise Budget, Confirm Enrollment Projections, Board Election Results, Lease Aide Application to MDE, Director Hiring Committee Update, Authorizer Renewal Update

**XVII. MOTION TO ADJOURN** at 7:50 p.m made by Brown, 2<sup>nd</sup> by Auguston.Fanucci- aye, Brown - aye, Halvorson – Savage – aye, Thomas – aye. Auguston-aye. Motion Passes.

# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Tuesday, May 18, 2021 at 5:30 p.m.**

The board chair determined that the board can resume in-person meetings.  
The meeting will be held in the music room of the 503 Maple St. building with social distancing and masking.  
The meeting will also be conducted via a Zoom video conference.

Topic: SRMCS School Board Meeting

Time: May 18, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97047852037?pwd=SGV6T0RZM3NrbEtwSDBxdE0xUFJjd09>

Meeting ID: 970 4785 2037

Passcode: BJM8fG

## **AGENDA**

### **I. CALL TO ORDER - 5:34 pm**

### **II. ROLL CALL**

- a. Board members present: Halvorson, Thomas, Savage, Augustson, Fanucci, Brown
- b. Board members absent: Blaha
- c. Other attendees: Amy Jensen, Dawn Jenkins, community members and staff

### **III. REVIEW OF SRMCS VISION AND MISSION STATEMENTS**

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

### **IV. APPROVAL OF MEETING AGENDA** 1. Thomas 2. Halvorson motion carried unanimously

### **V. DECLARATION OF CONFLICTS**

### **VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 4.20.21 1. Halvorson 2. Augustson motion approved unanimously

### **VII. COMMUNITY COMMENTS**

### **VIII. FINANCIAL REPORT**

- a. April Financial Report
- b. Building Company Account – The following are their bank balances as of 4.30.21.
  - i. Checking = \$22,164.33
  - ii. Savings = \$23,464.38

Dawn Jenkins gave an update with our budget. ESSR 2 will receive around 10,000 in additional funds. We will most likely not see ESSR 3 dollars since we are not a Title school. In June we will review the working budget. Amy Jensen and Dawn Jenkins will meet again about the Lease Aid budget. Enrollment of charter is 145 for the 2022 budget.

1. Halvorson 2. Thomas motion carried unanimously

- c. Enrollment Numbers
  - i. Charter School = 135
  - ii. Pupil Unit Budget/Actual = 135/135
- d. Review of Bills
- e. Donations 1. Savage 2. Halvorson motion carried unanimously

#### **IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS –**

Swan River students are currently finishing the 5th and final Indicator of the school year. As such, our response to the 2020-2021 Environmental Literacy Plan will be submitted to board as well as Osprey Wilds prior to the June board meeting. Last week we concluded Indicator Area 5, the goal stating ‘Students and staff at SRMCS demonstrate the capacity, or are increasing their capacity, to work individually and collectively toward sustaining a healthy natural environment.’ Again, after hearing ideas from each classroom, our 6th graders decided to ‘Change the World with our Change’. We collected change with the hopes of raising \$1000 to plant 1000 trees through teamtrees.org. Though we didn’t reach our goal, which was probably too high considering we just finished the read a thon, we did raise \$514!! This will be used to plant 514 trees in Michigan!!! I believe Swan River students and staff ‘worked individually and collectively towards sustaining a healthy environment.’ Our 6th graders and Mr. Dylan were fabulous in helping to sort, count and keep track of all that change.

I will be working with the new director to address concerns detailed in our FY17 – FY21 Environmental Education Performance Evaluation. In particular, Performance Indicator 8: Operations, which states Swan River ‘..does not appear.. the school facility has implemented a broader energy conservation strategy.’ We will also be discussing how to address Osprey Wild’s other observations in the performance evaluation, asking ‘..for broader professional development for the staff as a whole to develop their understanding and skill in environmental education.’

#### **X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS**

Julie and Bill are finishing up on reading and math assessments. May 28th Distance Learners will be invited in for end of the year assessments.

#### **XI. STRATEGIC PLANNING & GOAL SETTING**

#### **XII. NEW BUSINESS**

- a. Board Election Results Fanucci counted and tallied results on video. 95 ballots received. Teacher results Bill Anderson 47 and Amy Jensen 36. Swear in members at our June meeting.
- b. Revise Budget table for June and go over FY22 budget at the same time
- c. Enrollment Projections 141 charter/ overall enrollment 156
- d. Lease Aid Application will move forward once we have the FY22 budget
- e. E-Learning Plan review with teaching staff. Staff available by phone. Do we need to make any changes after reviewing? Tabled until June meeting.
- f. Compensation scales Amy Jensen will check with Dawn Jenkins with on cost of living increases. Years of experience- what is counted and what is not. Amy Jensen will work with the new director to check step placement on compensation scales. Brown makes a motion to form a compensation committee 2nd by Augustson.

#### **XIII. OLD BUSINESS**

- a. Director Hiring Committee Update- Jessica Frederiksen forwarded email from our new director, Annette with a letter. Annette Vemuri will be visiting next week for meeting and classroom observations.
- b. Update on progress with authorizer renewal- bylaws reviewed and approved by Halvorson 2nd by Thomas motion carried unanimously. Added FastBridge goals to contract.

**XIV. BOARD CORRESPONDENCE AND COMMUNICATIONS –**

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, June 15, 2021 at 5:30 p.m. at SRMCS and via Zoom.
- b. Upcoming Monthly Agenda Items – Swearing in of Newly Elected Board Members, Approve Preliminary Budget for Coming Fiscal Year, Building Board Appointments, Set Dates/Times for Upcoming Fiscal Year Board Meetings, Identify Officials with Authority, Approve Insurance Coverage, Director's Development Plan review, Director's Employment Contract, Review Lunch Prices, Use of Peace Officers & Crisis Teams to Remove Students w/IEPs from School Grounds, Reading Well By 3<sup>rd</sup> Grade Plan, School Director Performance Evaluation Policy, List of Professional Development for Staff, Final Progress toward Contractual Goals, Annual Board Training, E-Learning Plan.

**XVI. MOTION TO ADJOURN** at 7:05 p.m made by Halvorson, 2<sup>nd</sup> by Savage.



**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**Monday, June 15, 2020 at 5:30 p.m.**

**\*\*The board chair determined an in-person meeting is not possible for all members due to the COVID-19. As such, this meeting is being held via a Zoom video conference.**

Join Zoom Meeting

Meeting

**SPECIAL MEETING MINUTES**

- I. CALL TO ORDER** was made by Chairperson Jensen at 5:43 p.m.
- II. ROLL CALL**
- a. Board members present: Jensen, Halvorson, Savage, Fanucci, Anderson
  - b. Board members absent: Frink
  - c. Other attendees: None
- III. APPROVAL OF MEETING AGENDA** – Motion to approve the agenda made by Savage, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.
- IV. CLOSED SESSION FOR DISCUSSION OF DIRECTOR PERFORMANCE EVALUATION**  
Closed meeting in accordance with MN Stat.13D.05 Subd. 3. to evaluate the performance of the school director for the 2019-2020 school year. Motion to close meeting made by Halvorson, 2<sup>nd</sup> by Savage. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.
- Board members reviewed the results of the director performance survey completed by 19 out of 32 staff members. Board members discussed the results and looked at the job duties of the director. The board chair will compile the results and the board's thoughts on the survey to be shared with the director at the June 16 meeting during a closed session. Based on the board's evaluation of the school director's performance during the 2019-2020 school year, Katie Curtis will continue in her role as school director for the 2020-2021 school year.
- V. MOTION TO OPEN SESSION** at 6:40 p.m. made by Franco, 2<sup>nd</sup> by Halvorson. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.
- VI. MOTION TO ADJOURN** at 6:42 p.m. made by Savage, 2<sup>nd</sup> by Franco. Roll call vote to approve: Jensen – aye, Halvorson – aye, Savage – aye, Fanucci – aye, Anderson – aye. Motion passed unanimously.