

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, April 18, 2023 at 5:00 p.m.**

The school board will hold this meeting in person at Swan River Montessori Charter School at 503 Maple St. building.

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/84321548715?pwd=ZkdRaDZLa0JPYWtCR1VK2NUZmJZdz09>

Meeting ID: 843 2154 8715

Passcode: 15QyPU

**Meeting Agenda**

**I. CALL TO ORDER by at \_\_\_Jensen\_\_\_ at \_\_5:06\_\_\_ AM**

**II. ROLL CALL**

- a. Board Members Present: Jana Evink, Julie Halvorson, Amy Savage, Amy Jensen, Rick Freese (joined at 5:20 pm)
- b. Board Members Absent: Franco Fanucci, Nicole Perez
- c. Other Attendees: Director Annette Vemuri, Special Ed. Coordinator Jessica Frederiksen (virtual), Dan Jett (Osprey Wilds observer)

**III. REVIEW OF SRMCS MISSION AND VISION 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-** Motion to approve agenda with the following additions: Middle School Expansion to Strategic Planning & Goal Setting, Summer Program Director letter to Old Business, and EdFin Employee Access to New Business (as item b) made by \_Halvorson\_, Seconded by \_Savage\_. Board Vote- all ayes

**V. DECLARATION OF CONFLICTS-**

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

- a. 3.21.23- Motion to approve March minutes made by \_Evink\_, Seconded by \_Halvorson\_. Board Vote- all ayes
- b. 4.12.23- Motion to approve Special Closed Meeting minutes made by \_Halvorson\_, Seconded by \_Evink\_. Board Vote- all ayes

**VII. COMMUNITY COMMENTS - none**

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

**IX. FINANCIAL REPORT**

- a. March Financial Report – Bridget Peterson told Annette that our cash flow is very good. Our project fund balance is 21% which is very good. In good standing. FY24 budget is still in progress. Motion to approve March financials made by Savage, Seconded by Halvorson. Board Vote- all eyes
- b. Enrollment Numbers as of 4.14.23
  - i. Charter School (K-6) = 166
  - ii. Children’s House (EC) = 13
  - iii. Pupil Unit Actual/Budget = 166/163
- c. Review of Bills- reviewed
- d. Donations- none to approve

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

EE Committee has a spreadsheet for the individual classrooms to participate in school campus clean-up. Bill worked with OW to get our adjusted goal of a one day, all campus clean-up changed to a class by class clean-up.

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

Third graders have completed their MCA tests. E2 is working on their over the next several weeks. Fastbridge testing will begin soon. Teachers will be collecting data for Kindergarten Readiness, Reading Well By Third Grade, Writing Assessments and Social-Emotional/Planes of Development.

**XII. STRATEGIC PLANNING & GOAL SETTING**

- a. Middle School Expansion- In light of the budget concerns, Vemuri recommends that SRMCS not pursue expanding at this time. The board agrees and will look at it again in the future.

**XIII. OLD BUSINESS**

- a. Compensation for Substitute Teachers & Support Staff Policy- Vemuri shared that support staff subs have expressed that \$15 is low and it might be hard to find subs. Vemuri suggested that we change it to \$16-\$16.50. Motion to raise the non-licensed support staff sub pay from \$15 to \$16 an hour by Savage, Seconded by Halvorson. Board vote- all eyes
- b. Summer Program Director/Coordinator letter- Motion to approve a letter of employment for Vemuri as summer program director/coordinator for a pay \$6,000 made by Evink, Seconded by Halvorson. Board Vote- all aye

**XIV. REPORT OF CLOSED SESSION FOR SCHOOL DIRECTOR EVALUATION**

**XV. NEW BUSINESS**

- a. Letter of Employment for Annette Vemuri, SRMCS Director. tabled until May

- b. EdFin Employee Access- Vemuri shared that Bridget Peterson and Bethany Voth of EdFin need view only access to our Sherburne Bank accounts. Dawn Jenkins (formerly of EdFin) needs to be removed from having access. Bridget also suggested 2 signers on our checks but the board will table this until after elections. Motion to approve the removal of Dawn Jenkins for our account and adding Bridget Peterson and Bethany Voth as having view only access made by Savage, Seconded by Freese. Board vote- all ayes
- c. Finance Committee Update- The board will meet for a workshop session to further discuss the FY24 budget.
- d. SRMCS Board Workshop Date- Tuesday, April 25, 2023 from 7:30 AM-9:00 AM. Motion to approve the board workshop date made by \_Halvorson\_, Seconded by \_Savage\_. Board Vote- all ayes
- e. Extended Care Enrollment for Children of SRMCS Staff Members Policy- no changes, reviewed
- f. Conflict of Interest Policy- - no changes, reviewed
- g. Use of Potassium Iodide (KI) in the Event of a Nuclear Accident Policy- no changes, reviewed
- h. Crisis Management Policy- Vemuri suggests adding language to the weather related school closure section to give our school director the authority to close school even if Monticello does not. She will make her suggested changes and bring it to the board in May for approval.

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

- a. Date, Time & Location of next Board Meeting – Tuesday, May 16th, 2023 at 7:30 AM at Swan River Montessori.
- b. Upcoming Agenda Items-

##### New Business

Revise Budget  
Confirm Enrollment Projections  
School Board Elections Update  
FY24 Update  
Board Workshop

##### Old Business/Tabled Items

Crisis Management Policy with updates from Annette  
Letter of Employment for Annette Vemuri, SRMCS Director.

#### **XVII. MOTION TO ADJOURN by \_Halvorson\_ at 6:37 PM, Seconded by \_Savage\_. Board Vote- all ayes**