

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, August 15, 2023 at 5:30 p.m.

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

Meeting Agenda

I. CALL TO ORDER by at ___Evink___ at 5:34 PM

II. ROLL CALL

- a. Board Members Present: Evink, Perez, Savage, Halvorson, Freese, Jensen
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: Director Annette Vemuri; Bridget Peterson, EdFin accountant; Erin Anderson, Osprey Wilds (OW) Charter Division Director

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. MISSION AND VISION IN ACTION- Annette attended a week long Montessori admin workshop

V. APPROVAL OF MEETING AGENDA- Motion to approve agenda adding establishing board roles to new business made by _Jensen, Seconded by _Halvorson_. Board Vote- all aye

VI. DECLARATION OF CONFLICTS- none

VII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 6.21.23- Motion to approve meeting minutes made by _Halvorson_, Seconded by _Perez_. Board Vote- all aye, motion carries
- b. 6.22.23- Motion to approve meeting minutes made by Freese_, Seconded by _Halvorson_. Board Vote- all aye, motion carries
- c. 6.28.23- Motion to approve meeting minutes made by _Savage_, Seconded by _Halvorson_. Board Vote- all aye, motion carries
- d. 7.19.23- Motion to approve meeting minutes made by _Jensen_, Seconded by _Freese_. Board Vote- all aye, motion carries

VIII. COMMUNITY COMMENTS - none

IX. BOARD CORRESPONDENCE AND COMMUNICATIONS- none to discuss

X. FINANCIAL REPORT

- a. June Financial Report – June financials have many areas with estimates of what state aid is expected. Important to highlight that the school maintained enrollment of 166 throughout the year which is what we budgeted for. School ended the year with a great cash flow. School audit will occur in September and hope to have the audit presentation in October. Motion to approve June financials made by Jensen , Seconded by Savage . Board Vote- all aye, motion carries
- b. July Financial Report – Hardly any expenses. New fiscal year - 8% complete (one month), budgeted for 163 enrollment for K-6, need to get lease aid approved so we don't run into a cash flow problem later in the school year. Motion to approve July financials made by Perez , Seconded by Freese . Board Vote- all aye, motion carries

- a. FY24 Enrollment Numbers as of 8.14.23
 - i. Charter School (K-6) = 158
 - ii. Children's House (EC) = 15
 - iii. Pupil Unit Actual/Budget = 158/163
- b. Projected FY24 Enrollment
CH1: 20 - 22 - (14-15K/6-7 prek)
CH2: 20 - 22 - (14-15K/6-7 prek)
E1-1: 25 - 26
E1-2: 25 - 26
E1-3: 25 - 26
E2-1: 25 - 30
E2-2: 25 - 30

Charter Enrollment 153 - 168/ 12 - 14 prek
Total Enrollment - 165 - 182

Our approved FY 24 budget is based on 163 students and 13 preK.

- c. Review of Bills- reviewed by board, more unemployment bills due to change in law that hourly school employees can apply for the summer, state said they would reimburse for 2 years but not how or when
- d. Donations- none

XI. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

- a. OW Contract/Contracted Goals Review- did not have data on assessments given to show the goal was met, Vemuri worked on documenting what the students did throughout the year relating to the EE goals into a written report for OW. To ensure data is not available again, Annette will ask for data as it is collected and have the school EE committee responsible for items.

XII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS - Fastbridge testing will happen when the students return to school- by the 2nd or 3rd week of September. Our OW goals for Fastbridge look at growth from fall to fall.

XIII. STRATEGIC PLANNING & GOAL SETTING- Annette recommends the school forms a committee to look at what the school wants or needs in regards to the community center use or facilities needed for gym. The contract is up in 2 years.

XIV. OLD BUSINESS

- a. Update on MCC contract- Annette had a meeting with a lawyer, Craig Keplar, that works with charter schools and their leases. He looked at our lease and can help the school with the board's concerns with the MCC contract. He charges \$375 an hour. Motion to approve Craig Keplar as our lawyer to handle our MCC contract, Seconded by Perez. Board Vote- all aye, motion carries
- b. Update on new staff- New art teacher (50% art, 50% sped/rti), New music teacher from Rogers School of Music, still looking for a technology teacher, hired another para recently, interviewed another
- c. Update on Director's Montessori Admin training- Annette reports it was amazing and made connections, one with another recently new director at a Montessori school in MN.

XV. NEW BUSINESS

- a. Revised and Updated Employee Handbook- Board discussed the revisions made by our contracted HR to the employee handbook. Motion to approve revised employee handbook made by Halvorson, Seconded by Savage. Board vote- all aye, motion carries
- b. PTO Garage Sale Fundraiser request- Motion to approve garage sale fundraiser made by Perez, Seconded by Savage. Board vote- all aye, motion carries
- c. Establish Board Committees and board roles
 - i. Proposed Committees- tabled establishing committee members to Sept meeting
 1. Governance
 2. Finance
 3. Director Evaluation
 4. MCC Contract and School Facilities
 - ii. Board Roles
 1. Chair- Motion to nominate Jana Evink as board chair for FY24, Seconded by Savage. Board vote- all aye, motion carries
 2. Secretary- Motion to nominate Amy Jensen as secretary for FY24 made by Perez, Seconded Freese. Board vote- all aye, motion carries
 3. Treasurer- Motion to nominate Savage as treasurer for FY24 made by Halvorson, Seconded by Perez. Board vote- all aye, motion carries
- d. Set committee and meeting time for Wellness Committee- Wellness committee will consist of Amuri, Savage and Halvorson and meet at 7:30 AM on Monday, Sept. 18
- e. Annual Designations:
 - i. Depository- Sherburne Bank
 - ii. Electronic Funds Transfers- Director Annette Vemuri
 - iii. Communication- website and the parent email listMotion to approve the above designations made by Perez, Seconded by Halvorson. Board vote- all aye, motion carries
- f. Board Resolution for IOWA - Motion to approve school director Annette Vemuri as IOWA for FY24, Seconded by Halvorson. Board vote- all aye, motion carries
- g. Meal Charge Policy- tabled
- h. Pledge of Allegiance Policy- tabled
- i. eLearning Policy & Plan- Motion to approve eLearning Plan made by Jensen, Seconded by Savage. Board vote- all aye, motion carries

XVI. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – Tuesday, September 19, 2023 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

Approve Insurance Coverage
Wellness Policy
Equal Educational Opportunity Policy
Purchasing Policy
Compensation for Substitutes Policy
Internet Acceptable Use & Safety Policy
Application & Enrollment Procedures Policy
Background Checks Policy- move to odd fiscal year
Intellectual Property Policy
Progress on Director Goals
List of Professional Development for Staff
Board Member Statements of Assurance

Old Business/Tabled Items

XVII. MOTION TO ADJOURN by _Jensen_ at _7:32_ PM, Seconded by _Halvorson_. Board Vote- all aye