

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Tuesday, October 15, 2024 at 2:30 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 by @ pm

II. ROLL CALL

- a. Board Members Present:
- b. Board Members Absent:
- c. Other Attendees:
- d. Recording Minutes :

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. MEETING AGENDA- Motion to approve meeting agenda made by , Seconded by Board Vote- All "aye", Motion carries

V. DECLARATION OF CONFLICTS- none

VI. FINANCIAL REPORT

- a. September Financial Report –Motion to approve September financials made by Seconded by Board Vote- All "aye" Motion carries
- a. FY25 Enrollment Numbers as of 10.15.24
 - i. Charter School (K-6) = 164
 - ii. Children's House (EC) = 12
 - iii. Pupil Unit Actual/Budget = 164/163
- b. Review of Bills-
- c. Donations- Thrivent – no donations to approve

VII. CONSENT AGENDA - Motion to approve consent agenda with c and d being taken off made by N,
Seconded by . Board Vote- all aye, motion carries

- a. 9.17.24 Minutes
- b. Tobacco-Free Environment Policy
- c. Fund Balance Policy
- d. Records Retention Policy
- e. Director Job Description
- f. Wellness Policy

VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS

IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -

X. DIRECTOR GOALS-

XI. STRATEGIC PLANNING & GOAL SETTING-

XII. OLD BUSINESS-

XIII. NEW BUSINESS

XIV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – **Tuesday November 19, 2024 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

- a. WBWF Summary
- b. Use & Rental of School Facilities Policy
- c. Caseload for Special Education Policy
- d. Bullying Prohibition Policy
- e. Mid-Year Student Enrollment Policy
- f. Extended Care for Staff Children Policy
- g. Review Tuition & Extended Care Rates for Next School Year

XV. MOTION TO ADJOURN by at PM, Seconded by . Board Vote- all in favor ‘ aye’ , motion carries



Swan River Montessori Monthly Financials

SEPTEMBER 2024

EdFinMN

FINANCE AND ACCOUNTING SERVICES FOR CHARTER
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

Swan River Montessori Financial Highlights

SEPTEMBER 2024

Balance Sheet:

The School's balance sheet reflects the school's liquid assets and liabilities. The primary focus of the balance sheet is the cash balance and any material liabilities. Additionally, attention should be paid to the amount of the YTD state hold back. The highlights from the balance sheet are:

- \$847,448 Cash balance at end of the month
- \$99,351 State receivables which represents an initial estimate for the beginning of the accrual for the FY24 hold back
- \$91,415 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- \$45,143 Salary and benefits payables estimated. This is for summer salaries as of month-end.

Income Statement

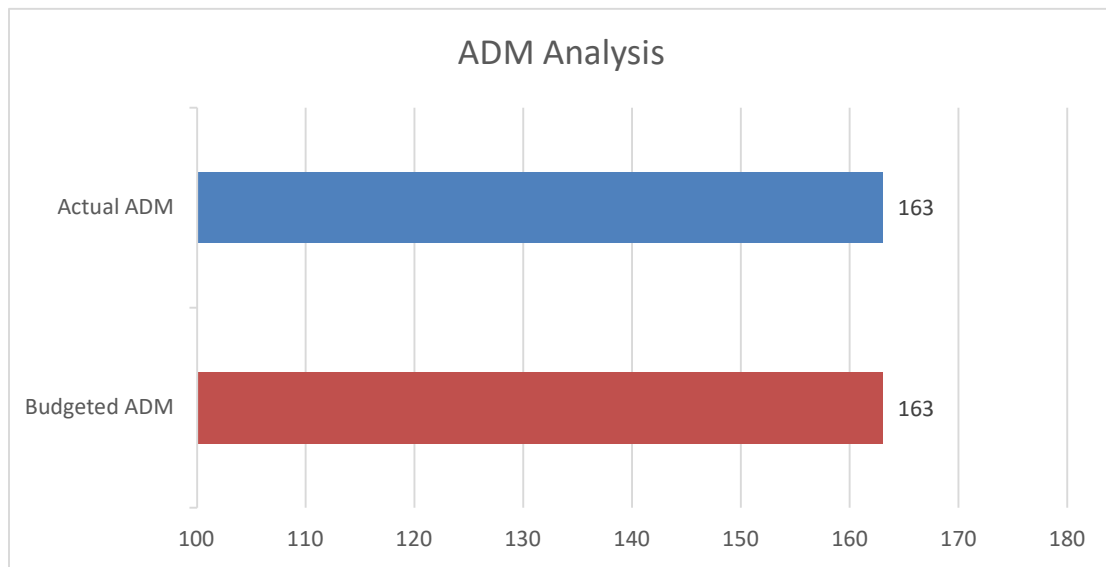
The focus of the school's income statement is to monitor the ongoing revenues and expenses of the various programs. A monthly review of the actual spent vs. budget as well as taking into consideration the percentage of the fiscal year completed is imperative. Yet, also understanding how each individual line-item functions will help the overall analysis. The highlights from the income statement are:

- Adopted Budget: 163 ADM
- Working Budget: 163 ADM
- Actual ADM 163
- 25% Percent of the fiscal year completed
- 22% YTD revenue as a percent of budget based on the working projection.
- 13% YTD expenses as a percent of budget based on the working projection.
- \$794,447 Projected year end fund balance
- 31% Projected ending fund balance as a % of expense budget

Cash Flow:

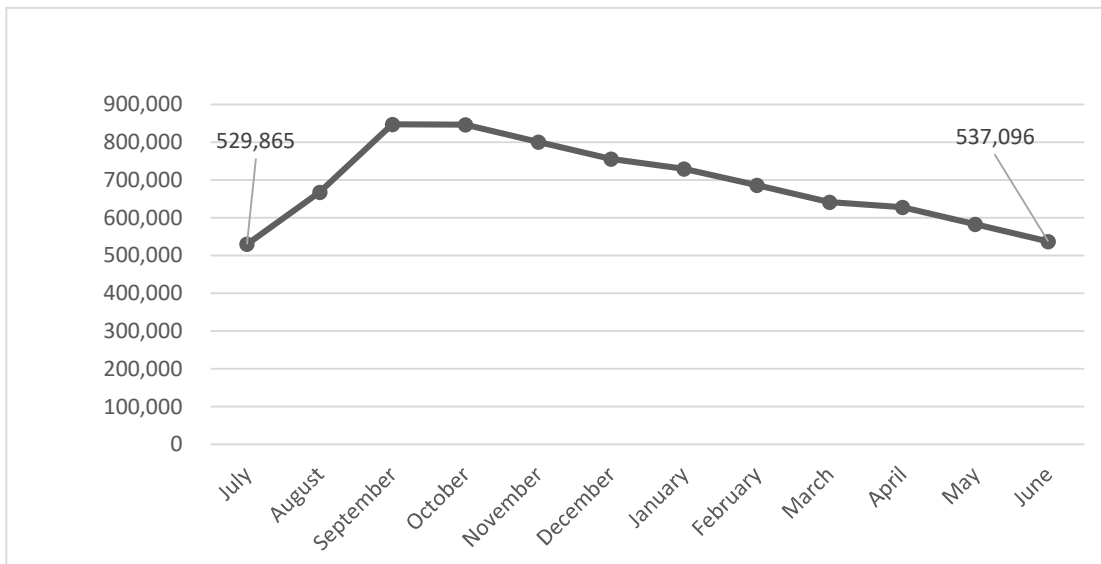
- Estimated cash balance as of June 30, 2025
\$ 537,096

Enrollment/ADM's



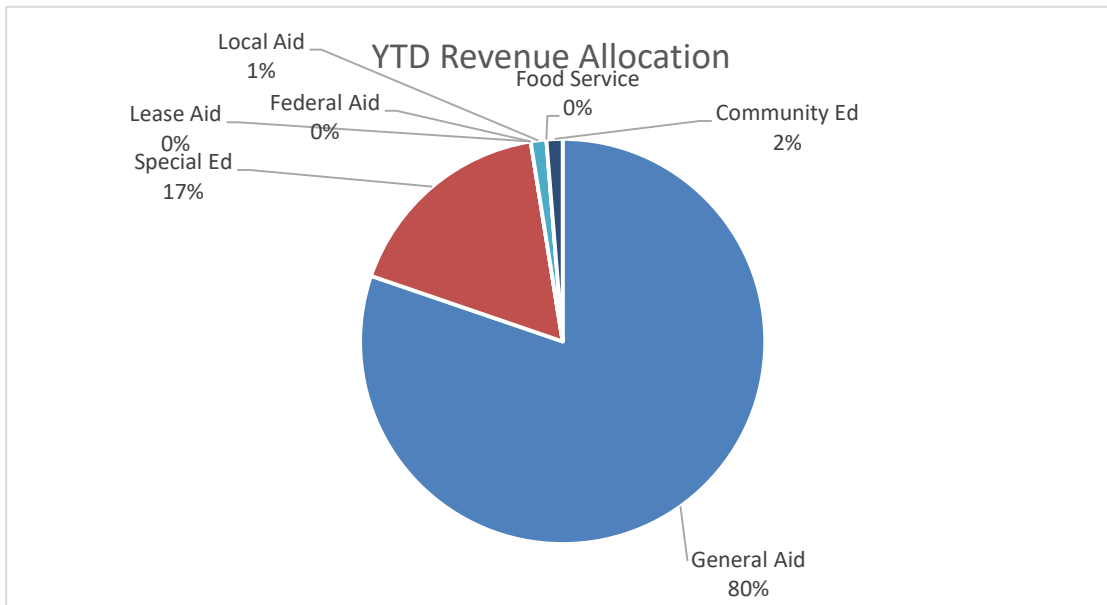
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

Cash Flow Projection



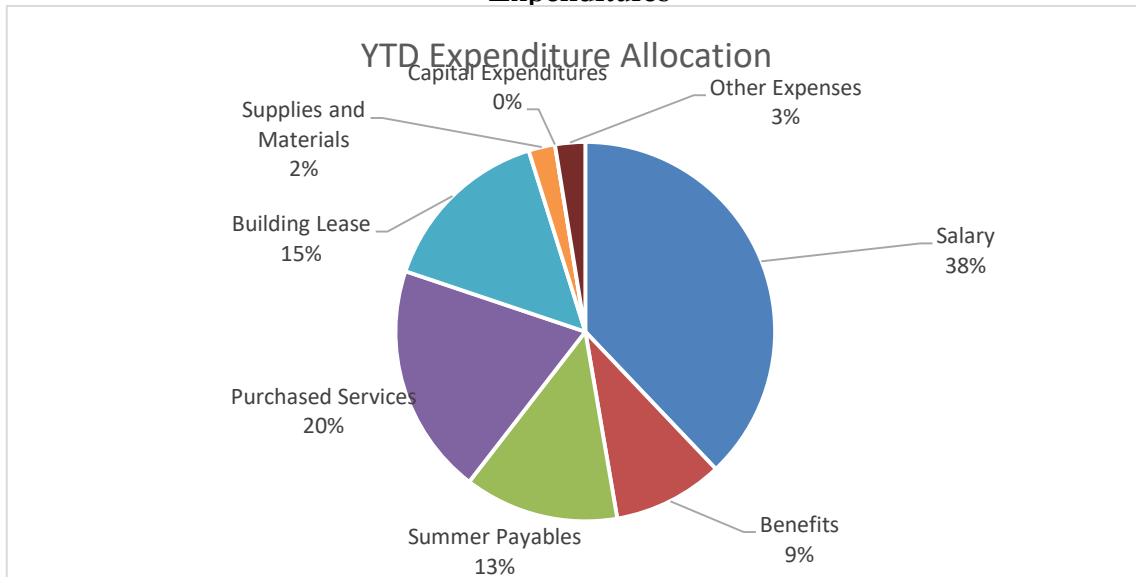
Swan River's cash balance is expected to decrease slightly during fiscal 2024.

Revenue



The graph above reflects the revenue allocation the school has received from all revenue sources to date.

Expenditures



The graph above reflects the current year to date expenditure allocation across the school's major budget categories. This depiction helps identify how the school has spent their funds thus far.

Swan River Montessori Charter School
Balance Sheet
As of September 30, 2024

Assets		As of Month-End
Cash		847,448
MDE Receivable - Current year estimate		99,351
MDE Receivable - Prior year		91,415
Federal Receivable		(5,739)
Prepays		7,862
Total Assets	\$	1,040,337
Liabilities		
Salary and Benefits Payable	\$	45,143
Accounts Payable		435
Total Liabilities	\$	45,578
Fund Balance		
Beginning - Unaudited	\$	737,684
Change in Fund Balance		257,075
Ending- Projected	\$	994,759
Total Liabilities and Fund Balance	\$	1,040,337

Current year based on estimated, primarily for ADM numbers.

Swan River Montessori Charter School
Income Statement Summary
As of September 30, 2024

Revenue	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
State Aids	\$ 2,474,328	\$ 2,474,328	\$ 162,843	\$ 572,299	23.1%
Federal Aids	48,668	48,668	-	-	0.0%
Local	103,725	103,725	13,952	14,836	14.3%
Total	\$ 2,642,819	\$ 2,642,819	\$ 176,795	\$ 587,134	22.2%
Expense					
Salary	\$ 1,207,336	\$ 1,207,336	\$ 100,445	\$ 125,084	10.4%
Benefits	275,914	275,914	23,814	31,018	11.2%
Summer Payables	-	-	-	43,475	NA
Purchased Services	579,909	579,909	28,771	65,023	11.2%
Supplies and Materials	231,368	231,368	3,080	7,450	3.2%
Capital Expenditures	253,380	253,380	16,532	49,595	19.6%
Other Expenses	38,149	38,149	5,419	8,414	22.1%
Total	\$ 2,586,056	\$ 2,586,056	\$ 178,061	\$ 330,059	12.8%
Change in Fund Balance	\$ 56,763	\$ 56,763	\$ (1,266)	\$ 257,075	
Beginning Fund Balance	737,684	737,684	737,684	737,684	
Ending- Projected	\$ 794,447	\$ 794,447	\$ 736,418	\$ 994,759	
FB as a % of Exp					
	31%	31%			

Fund	Beginning Fund Balance 7/1/2024 - Unaudited	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2025	Profit (Loss) CY
General Fund 1	699,039	2,356,762	2,311,038	744,763	45,724
Food Service Fund 2	3,333	153,232	152,898	3,667	334
Community Service Fund 4	35,312	132,825	122,120	46,017	10,705
	737,684	2,642,819	2,586,056	794,447	56,763

Swan River Montessori Charter School

Detail Revenue

As of September 30, 2024

25% Year Complete

	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
General Fund					
State Aid					
General Aid	\$ 1,298,245	\$ 1,298,245	\$ 160,902	\$ 370,274	29%
Special Ed	690,063	690,063	-	100,732	15%
Lease Aid	214,182	214,182	-	-	0%
Literacy Incentive Aid	17,793	17,793	-	-	0.0%
Hourly Worker Unemployment	29,663	29,663	-	-	0.0%
School Library Aid	19,944	19,944	-	-	0.0%
Student Support Aid	19,304	19,304	-	-	0.0%
READ ACT Literacy Aid	-	-	1,941	1,941	N/A
State Aid Receivables*	-	-	-	99,351	N/A
Total State Aid	\$ 2,289,194	\$ 2,289,194	\$ 162,843	\$ 572,299	25%
Federal Aid					
Title I	\$ 17,644	\$ 17,644	\$ -	\$ -	0%
Special Ed	31,024	31,024	-	-	0%
Total Federal Aid	\$ 48,668	\$ 48,668	\$ -	\$ -	0%
Local Aid and Donation					
Interest	\$ 500	\$ 500	\$ 568	\$ 1,412	282%
Miscellaneous	8,000	8,000	4,050	4,050	50.6%
Donations and Other	10,000	10,000	-	40	0%
Fees for Services	400	400	1,885	1,885	471%
Total Local and Donation	\$ 18,900	\$ 18,900	\$ 6,503	\$ 7,387	39%
Total General Fund Revenue	\$ 2,356,762	\$ 2,356,762	\$ 169,346	\$ 579,686	25%
Food Service Fund					
State and Federal Revenue	\$ 137,134	\$ 137,134	\$ -	\$ -	0%
Food Sales	-	-	8	8	N/A
Transfer from General	16,098	16,098	-	-	0%
Total Food Service Revenue	\$ 153,232	\$ 153,232	\$ 8	\$ 8	0%
Community Service Fund					
Before/After School Care	\$ 48,000	\$ 48,000	\$ -	\$ -	0%
Children's House Tuition	84,825	84,825	7,440	7,440	9%
Total Community Service Revenue	\$ 132,825	\$ 132,825	\$ 7,440	\$ 7,440	6%
Total Revenue- All Funds	\$ 2,642,819	\$ 2,642,819	\$ 176,795	\$ 587,134	22%

Swan River Montessori Charter School
Detail Expense
As of September 30, 2024

FYTD: 25%

	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
Admin and Operations					
100 Salaries	\$ 124,009	\$ 124,009	\$ 10,767	\$ 26,229	21%
200 Benefits	30,727	30,727	2,022	7,219	23%
305 Contracted Services	138,933	138,933	16,465	37,791	27%
320 Communication	6,026	6,026	-	446	7%
329 Postage	904	904	-	-	0%
330 Utilities	37,316	37,316	1,776	7,260	19%
340 Insurance	24,411	24,411	4,789	4,789	20%
350 Repairs & Maintenance	2,040	2,040	-	-	0%
366 Conferences/Professional Development	5,250	5,250	-	-	0%
401 General Supplies	24,102	24,102	1,770	3,373	14%
405 Purchased Software (405/406)	510	510	-	21	4%
490 Food	460	460	-	-	0%
570 Building Lease	253,380	253,380	16,532	49,595	20%
820 Dues & Memberships	20,948	20,948	497	3,492	17%
899 Misc Expenses - Missing Support	-	-	3,562	3,562	0%
910 Transfers to Other Funds	16,098	16,098	-	-	0%
Total Admin and Operations	\$ 685,114	\$ 685,114	\$ 58,179	\$ 143,777	21%
Instructional Support and Services					
100 Salaries	\$ 615,585	\$ 615,585	\$ 50,404	\$ 50,404	8%
200 Benefits	152,528	152,528	15,357	16,135	11%
1XX/2XX Summer Payable	-	-	-	26,509	NA
360 Transportation - Field Trips	12,555	12,555	-	4,253	34%
366 Conferences/Professional Development	6,300	6,300	-	-	0%
401 General Supplies	13,948	13,948	467	541	4%
405 Purchased Software (405/406)	-	-	-	677	0%
430 Instructional Supplies	29,756	29,756	794	925	3%
461 Standardized Tests	2,625	2,625	-	-	0%
820 Dues & Memberships	1,103	1,103	1,360	1,360	123%
Total Instructional Support and Services	\$ 834,400	\$ 834,400	\$ 68,382	\$ 100,805	12%

Swan River Montessori Charter School
Detail Expense
As of September 30, 2024

FYTD: 25%

	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
Special Education					
100 Salaries	\$ 361,907	\$ 361,907	\$ 34,454	\$ 42,004	12%
200 Benefits	89,672	89,672	6,079	7,308	8%
1XX/2XX Summer Payable	-	-	-	16,966	NA
305 Contracted Services	7,166	7,166	(73)	(73)	-1%
366 Conferences/Professional Development	1,130	1,130	-	179	16%
394 Payments to Other Agencies	316,654	316,654	4,928	9,162	3%
401 General Supplies	4,599	4,599	-	711	15%
405 Purchased Software	1,725	1,725	-	1,153	67%
433 Instructional Supplies- Ind	8,671	8,671	-	-	0%
Total Special Education	\$ 791,524	\$ 791,524	\$ 45,388	\$ 77,410	10%
Total General Fund Expenditures	\$ 2,311,038	\$ 2,311,038	\$ 171,949	\$ 321,992	14%
Food Service Fund					
100 Salaries	\$ 6,569	\$ 6,569	\$ 846	\$ 846	13%
200 Benefits	2,987	2,987	356	356	12%
490 Food	143,342	143,342	-	-	0%
Total Food Service	\$ 152,898	\$ 152,898	\$ 1,202	\$ 1,202	1%
Community Ed Fund					
100 Salaries	\$ 99,266	\$ 99,266	\$ 3,975	\$ 5,601	6%
200 Benefits	20,992	20,992	885	1,216	6%
394 Field Trips	232	232	-	-	0%
401 General Supplies	1,418	1,418	-	-	0%
430 Instructional Supplies	-	-	49	49	0%
820 Dues & Memberships	212	212	-	-	0%
Total Community Ed	122,120	122,120	4,910	6,866	6%
Total Expense- All Funds	\$ 2,586,056	\$ 2,586,056	\$ 178,061	\$ 330,059	13%

Swan River Montessori Charter School
CashFlow
As of September 30, 2024

9 Months Remaining

Cash Receipts	Budget	Monthly Activity	Year to Date	October	November	December	January
State Aids- Current Year	\$ 2,289,194	\$ 162,843	\$ 472,948	\$ 154,960	\$ 154,960	\$ 154,960	\$ 154,960
State Aids- Prior Year	-	-	-	37,753	-	-	7,404
Federal - Current Year	48,668	-	-	12,167	-	-	12,167
Local	151,725	13,943	14,827	15,211	15,211	15,211	15,211
Food Service	153,232	8	8	16,174	16,174	16,174	16,174
Total Inflows	\$ 2,642,819	\$ 176,795	\$ 487,783	\$ 236,264	\$ 186,344	\$ 186,344	\$ 205,915
Expense							
Salary	\$ 1,207,336	\$ 100,445	\$ 125,084	\$ 100,611	\$ 100,611	\$ 100,611	\$ 100,611
Benefits	275,914	23,814	31,018	22,993	22,993	22,993	22,993
Purchased Services	579,909	28,771	65,023	57,210	57,210	57,210	57,210
Supplies and Materials	231,368	3,080	7,450	24,880	24,880	24,880	24,880
Capital Expenditures	253,380	16,532	49,595	22,643	22,643	22,643	22,643
Other Expenses	38,149	5,419	8,414	3,304	3,304	3,304	3,304
Accounts Payable	-	-	-	435	-	-	-
Total Outflows	\$ 2,586,056	\$ 178,061	\$ 286,584	\$ 232,075	\$ 231,640	\$ 231,640	\$ 231,640
Change in Cash	\$ 4,189	\$ (45,296)	\$ (45,296)	\$ (45,296)	\$ (45,296)	\$ (45,296)	\$ (25,725)
Beginning	\$ 841,709	\$ 845,898	\$ 800,603	\$ 755,307			
Line of Credit	\$ -	\$ -	\$ -	\$ -			
Ending- Projected	\$ 845,898	\$ 800,603	\$ 755,307	\$ 729,582			

Swan River Montessori Charter School
CashFlow
As of September 30, 2024

9 Months Remaining

Cash Receipts		Budget	Monthly Activity	Year to Date	February	March	April	May	June	Total	Budget	Remaining				
State Aids- Current Year	\$	2,289,194	\$	162,843	\$	472,948	\$	154,960	\$	154,960	\$	1,867,588	\$	2,289,194	\$	421,606
State Aids- Prior Year		-		-		1,809		-		20,016		-		66,982		-
Federal - Current Year		48,668		-		-		-		12,167		-		36,501		48,668
Local		151,725		13,943		14,827		15,211		15,211		15,211		151,725		-
Food Service		153,232		8		8		16,174		16,174		16,174		145,571		153,232
Total Inflows	\$	2,642,819	\$	176,795	\$	487,783	\$	188,153	\$	186,344	\$	218,527	\$	186,344	\$	186,344
Expense																
Salary	\$	1,207,336	\$	100,445	\$	125,084	\$	100,611	\$	100,611	\$	100,611	\$	100,611	\$	1,030,586
Benefits		275,914		23,814		31,018		22,993		22,993		22,993		22,993		237,953
Purchased Services		579,909		28,771		65,023		57,210		57,210		57,210		57,210		579,909
Supplies and Materials		231,368		3,080		7,450		24,880		24,880		24,880		24,880		231,368
Capital Expenditures		253,380		16,532		49,595		22,643		22,643		22,643		22,643		253,380
Other Expenses		38,149		5,419		8,414		3,304		3,304		3,304		3,304		38,149
Accounts Payable		-		-		-		-		-		-		-		435
Total Outflows	\$	2,586,056	\$	178,061	\$	286,584	\$	231,640	\$	231,640	\$	231,640	\$	231,640	\$	231,640
Change in Cash					\$	(43,487)	\$	(45,296)	\$	(13,113)	\$	(45,296)	\$	(45,296)	\$	(109,153)
Beginning					\$	729,582	\$	686,096	\$	640,800	\$	627,687	\$	582,392	Days Cash on Hand	
Line of Credit					\$	-	\$	-	\$	-	\$	-	\$	-	83	
Ending- Projected					\$	686,096	\$	640,800	\$	627,687	\$	582,392	\$	537,096		

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 2024

- The financials statements are drafted on an accrual basis of accounting.
 - The financial statements are drafted based on information received from the school's leadership.
 - The numbers are subject to change based on timing of information received from the school.
 - The school's budget is based on full accrual projections as of the end of the fiscal year.
 - This report is unaudited and is prepared for internal use only.
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Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	1053			City of Monticello		Wire
			E 01	005	810 000 000 330	Water & Sewer-07/01/24-7/31/24	\$92.82
			E 01	005	810 000 000 330	Water & Sewer-07/01/24-7/31/24	\$98.96
PO#:		Voucher #:	13618	Invoice	Invoice No: DT000224	9/3/2024	Paid Amt: \$191.78 Check Amount: \$191.78
4137	SHBC	1530			Sherburne State Bank		Wire
			E 01	005	110 000 000 305	DD Return Fee	\$5.00
PO#:		Voucher #:	13620	Invoice	Invoice No: DT090624	9/6/2024	Paid Amt: \$5.00 Check Amount: \$5.00
4137	SHBC	1052			Centerpoint Energy		Wire
			E 01	005	810 000 000 330	Gas Charges Jul 9th 2024- Aug 10th 2024	\$18.37
PO#:		Voucher #:	13621	Invoice	Invoice No: DT090924	9/6/2024	Paid Amt: \$18.37 Check Amount: \$18.37
4137	SHBC	1052			Centerpoint Energy		Wire
			E 01	005	810 000 000 330	Gas Charges- July9- August 10th 2024	\$100.71
PO#:		Voucher #:	13623	Invoice	Invoice No: DT09092024	9/6/2024	Paid Amt: \$100.71 Check Amount: \$100.71
4137	SHBC	1566			IRS		Wire
			B 01	215	002	Federal Tax	\$7,802.40
PO#:		Voucher #:	13600	Invoice	Invoice No: S2025040	9/6/2024	Paid Amt: \$7,802.40 Check Amount: \$7,802.40
4137	SHBC	1616			MedSurety		Wire
			E 01	005	110 000 000 305	Admin Fee	\$30.00
PO#:		Voucher #:	13624	Invoice	Invoice No: DT090924	9/6/2024	Paid Amt: \$30.00 Check Amount: \$30.00
4137	SHBC	1001			PERA		Wire
			B 01	215	007	PERA	\$1,592.55
PO#:		Voucher #:	13598	Invoice	Invoice No: S2025040	9/6/2024	Paid Amt: \$1,592.55 Check Amount: \$1,592.55
4137	SHBC	1002			TRA		Wire
			B 01	215	006	TRA	\$4,998.10
PO#:		Voucher #:	13616	Invoice	Invoice No: S2025050	9/6/2024	Paid Amt: \$4,998.10 Check Amount: \$4,998.10
4137	SHBC	1567			MN Dept. Revenue		Wire
			B 01	215	003	State Tax	\$1,130.86
PO#:		Voucher #:	13597	Invoice	Invoice No: S2025040	9/6/2024	Paid Amt: \$1,130.86 Check Amount: \$1,130.86

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	1616	B 01	215	MedSurety		Wire
					Payroll Deductions-Vision		
PO#:		Voucher #:	13596	Invoice	Invoice No: S2025040	9/6/2024	Paid Amt: \$626.68 Check Amount: \$626.68
4137	SHBC	1001	B 01	215	PERA		Wire
					PERA		
PO#:		Voucher #:	13615	Invoice	Invoice No: S2025050	9/6/2024	Paid Amt: \$3,886.98 Check Amount: \$3,886.98
4137	SHBC	1002	B 01	215	TRA		Wire
					TRA		
PO#:		Voucher #:	13599	Invoice	Invoice No: S2025040	9/6/2024	Paid Amt: \$4,908.00 Check Amount: \$4,908.00
4137	SHBC	1566	B 01	215	IRS		Wire
					Federal Tax		
PO#:		Voucher #:	13617	Invoice	Invoice No: S2025050	9/6/2024	Paid Amt: \$11,220.45 Check Amount: \$11,220.45
4137	SHBC	1567	B 01	215	MN Dept. Revenue		Wire
					State Tax		
PO#:		Voucher #:	13614	Invoice	Invoice No: S2025050	9/6/2024	Paid Amt: \$1,776.36 Check Amount: \$1,776.36
4137	SHBC	1054	E 01	005	Xcel Energy		Wire
					Electric Charges 07/06/24-08/04/24		
PO#:		Voucher #:	13629	Invoice	Invoice No: 889986292	9/12/2024	Paid Amt: \$1,502.87 Check Amount: \$1,502.87
4137	SHBC	1050	E 01	005	SRCS Building Co		Wire
					Lease -Sept 2024		
PO#:		Voucher #:	13630	Invoice	Invoice No: DT091324	9/13/2024	Paid Amt: \$16,531.67 Check Amount: \$16,531.67
4137	SHBC	1530	E 01	005	Sherburne State Bank		Wire
					ACH Fee		
PO#:		Voucher #:	13633	Invoice	Invoice No: DT093024	9/30/2024	Paid Amt: \$30.00 Check Amount: \$30.00
4137	SHBC	1530	E 01	005	Sherburne State Bank		Wire
					Online Maintenance		
PO#:		Voucher #:	13632	Invoice	Invoice No: DT093024	9/30/2024	Paid Amt: \$15.00 Check Amount: \$15.00

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	1616	B 01	215	MedSurety		Wire
					Payroll Deductions-Vision		
PO#:		Voucher #:	13613	Invoice	Invoice No: S2025050	9/30/2024	Paid Amt: \$710.01 Check Amount: \$710.01
4137	SHBC	1639	E 01	005	TSYS		Wire
					Payment Processing Fees -Sept 2024		
PO#:		Voucher #:	13655	Invoice	Invoice No: DT090324	9/3/2024	Paid Amt: \$305.59 Check Amount: \$305.59
4137	SHBC	1137	E 01	005	MN Assc of Charter Schools		Wire
					MN Charter School Membership		
PO#:		Voucher #:	13656	Invoice	Invoice No: DT091224	9/16/2024	Paid Amt: \$248.40 Check Amount: \$248.40
4137	SHBC	1137	E 01	005	MN Assc of Charter Schools		Wire
					MN Charter School Membership		
PO#:		Voucher #:	13657	Invoice	Invoice No: DT091624	9/16/2024	Paid Amt: \$248.40 Check Amount: \$248.40
4137	SHBC	1184	E 01	005	US Bank - Credit Card		Wire
					US Bank CC Statement 08.14.24		
PO#:		Voucher #:	13658	Invoice	Invoice No: DT091024	9/10/2024	Paid Amt: \$3,561.75 Check Amount: \$3,561.75
4137	SHBC	18307	E 01	005	Adam's Pest Control, Inc.		Check
					Pest Control		
PO#:		Voucher #:	13571	Invoice	Invoice No: 3957698	9/12/2024	Paid Amt: \$150.00 \$118.70 \$3.10 \$1.82
					Pest Control		
					Finance Charge		
					Finance Charge		
PO#:		Voucher #:	13570	Invoice	Invoice No: 3868598	9/12/2024	Paid Amt: \$123.62
					Pest Preventions		
PO#:		Voucher #:	13572	Invoice	Invoice No: 3974072	9/12/2024	Paid Amt: \$85.00 Check Amount: \$358.62
4137	SHBC	18308	E 01	005	Advantage Building Maintenance		Check
					Lawn Service- August 11 2024		
PO#:		Voucher #:	13573	Invoice	Invoice No: 1252	9/12/2024	Paid Amt: \$150.00
					Lawn Service		
PO#:		Voucher #:	13574	Invoice	Invoice No: 1257	9/12/2024	Paid Amt: \$150.00
					Lawn Service		
PO#:		Voucher #:	13575	Invoice	Invoice No: 1256	9/12/2024	Paid Amt: \$150.00 Check Amount: \$450.00

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	18309	1685		BM Landscape		Check
			E 01	005	810 000 000 305	Landscaping Services	\$750.00
PO#:		Voucher #:	13576	Invoice	Invoice No: 056	9/12/2024	Paid Amt: \$750.00 Check Amount: \$750.00
4137	SHBC	18310	1612		Colonial Life		Check
			B 01	215	015	Supplemental Benefits -Aug 2024	\$101.10
PO#:		Voucher #:	13577	Invoice	Invoice No: 5714381-0801720	9/12/2024	Paid Amt: \$101.10 Check Amount: \$101.10
4137	SHBC	18311	1636		EdFinMN		Check
			E 01	005	110 000 000 305	Accounting/Consulting Fees -Sept 2024	\$4,500.00
PO#:		Voucher #:	13578	Invoice	Invoice No: 2077	9/12/2024	Paid Amt: \$4,500.00 Check Amount: \$4,500.00
4137	SHBC	18312	1369		EMC Insurance Companies		Check
			E 01	005	940 000 000 340	Property insurance	\$4,788.76
			E 01	005	110 000 000 305	Invoice Fee	\$5.00
PO#:		Voucher #:	13579	Invoice	Invoice No: 7002160768	9/12/2024	Paid Amt: \$4,793.76 Check Amount: \$4,793.76
4137	SHBC	18313	1630		Illuminate Education, Inc		Check
			E 01	010	203 000 000 820	FastBridge Subscription	\$1,360.00
PO#:		Voucher #:	13589	Invoice	Invoice No: INVIE013026	9/12/2024	Paid Amt: \$1,360.00 Check Amount: \$1,360.00
4137	SHBC	18315	1044		Julie Halvorson		Check
			E 01	010	203 000 000 401	Reimbursement- Classroom Supplies	\$40.21
PO#:		Voucher #:	13582	Invoice	Invoice No: DT090624	9/12/2024	Paid Amt: \$40.21
			E 01	010	203 000 000 401	Reimbursement- Classroom Supplies	\$26.18
PO#:		Voucher #:	13581	Invoice	Invoice No: DT082624	9/12/2024	Paid Amt: \$26.18 Check Amount: \$66.39
4137	SHBC	18316	1618		MN PEIP		Check
			B 01	215	015	Health Insurance -Sept 2024	\$7,265.98
PO#:		Voucher #:	13580	Invoice	Invoice No: 1421366	9/12/2024	Paid Amt: \$7,265.98 Check Amount: \$7,265.98
4137	SHBC	18317	1503		Nobelus LLC		Check
			E 01	010	203 000 000 401	Laminate	\$152.52
PO#:		Voucher #:	13584	Invoice	Invoice No: INV000137370	9/12/2024	Paid Amt: \$152.52 Check Amount: \$152.52

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	18318	1099	E 01	Russell Security Resource Inc 005 810 000 000 305 Locksmith Services		Check
PO#:		Voucher #:	13590	Invoice	Invoice No: A49426	9/12/2024	Paid Amt: \$230.00 Check Amount: \$230.00
4137	SHBC	18319	1181		SFM		Check
			E 01	005 203 000 000 270	Workers' Comp		\$6,284.00
			E 01	005 203 000 000 270	Fund Assessment		\$149.00
PO#:		Voucher #:	13594	Invoice	Invoice No: DT082124	9/12/2024	Paid Amt: \$6,433.00 Check Amount: \$6,433.00
4137	SHBC	18320	1087		Sora Pediatric Therapy		Check
			E 01	010 410 000 740 394	OT Specialist-08/26/24-08/29/24 Snell 26h		\$2,288.00
PO#:		Voucher #:	13591	Invoice	Invoice No: 09032496183	9/12/2024	Paid Amt: \$2,288.00
			E 01	010 401 000 740 394	Speech Specialist Turner 08/26/24-08/29/24 30f		\$2,640.00
PO#:		Voucher #:	13592	Invoice	Invoice No: 09032496184	9/12/2024	Paid Amt: \$2,640.00 Check Amount: \$4,928.00
4137	SHBC	18321	1095		State of MN Charities Division		Check
			E 01	005 110 000 000 305	Non profit corp annual filing fee		\$25.00
PO#:		Voucher #:	13593	Invoice	Invoice No: DT082824	9/12/2024	Paid Amt: \$25.00 Check Amount: \$25.00
4137	SHBC	18322	1672		Thelen Mechanical		Check
			E 01	005 810 000 000 305	Facility Maintenance		\$441.00
PO#:		Voucher #:	13593	Invoice	Invoice No: 55865724	9/12/2024	Paid Amt: \$441.00 Check Amount: \$441.00
4137	SHBC	18323	1067		WH Security, LLC		Check
			E 01	005 810 000 000 330	Alarm monitoring		\$27.95
PO#:		Voucher #:	13595	Invoice	Invoice No: DT082824	9/12/2024	Paid Amt: \$27.95 Check Amount: \$27.95
4137	SHBC	18324	1245		Innovative Office Solutions		Check
			E 01	005 810 000 000 401	Facility Supplies		\$232.10
PO#:		Voucher #:	13587	Invoice	Invoice No: IN4633097	9/12/2024	Paid Amt: \$232.10
			E 01	005 810 000 000 401	Facility Supplies		\$272.90
PO#:		Voucher #:	13588	Invoice	Invoice No: IN4625559	9/12/2024	Paid Amt: \$272.90
			E 01	005 810 000 000 401	Facility Supplies		\$915.17
PO#:		Voucher #:	13585	Invoice	Invoice No: IN4623016	9/12/2024	Paid Amt: \$915.17
			E 01	005 810 000 000 305	Facility Supplies		\$34.20
PO#:		Voucher #:	13586	Invoice	Invoice No: IN4629781	9/12/2024	Paid Amt: \$34.20 Check Amount: \$1,454.37

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	18325	1686		Ilya Edwards		Check
			B 01	215	000	Payroll Bounce Back	\$104.68
PO#:		Voucher #:	13601	Invoice	Invoice No: DT090524	9/17/2024	Paid Amt: \$104.68 Check Amount: \$104.68
4137	SHBC	18326	1682		Advantage Building Maintenance		Check
			E 01	005	810 000 000 305	Lawn Service- 08/14/24	\$150.00
PO#:		Voucher #:	13602	Invoice	Invoice No: 1260	9/20/2024	Paid Amt: \$150.00 Check Amount: \$150.00
4137	SHBC	18327	1559		Jeanine Dehmer		Check
			E 04	005	505 000 000 430	Reimbursement -Extra Care Supplies	\$49.00
PO#:		Voucher #:	13605	Invoice	Invoice No: DT090824	9/20/2024	Paid Amt: \$49.00 Check Amount: \$49.00
4137	SHBC	18328	1130		JMC COMPUTER SERVICES INC		Check
			E 01	005	105 000 000 305	Software License 2024-25	\$2,516.05
PO#:		Voucher #:	13607	Invoice	Invoice No: 2511	9/20/2024	Paid Amt: \$2,516.05
			E 01	005	105 000 000 305	Additional Student FY23-24	\$48.33
PO#:		Voucher #:	13606	Invoice	Invoice No: 2061	9/20/2024	Paid Amt: \$48.33 Check Amount: \$2,564.38
4137	SHBC	18329	1618		MN PEIP		Check
			B 01	215	015	Health Insurance -Oct 2024	\$7,861.56
PO#:		Voucher #:	13608	Invoice	Invoice No: 1429485	9/20/2024	Paid Amt: \$7,861.56 Check Amount: \$7,861.56
4137	SHBC	18330	1676		Pam Ridpath		Check
			E 01	010	203 000 000 401	Reimbursement- Classroom Supplies	\$232.96
PO#:		Voucher #:	13609	Invoice	Invoice No: DT090624	9/20/2024	Paid Amt: \$232.96 Check Amount: \$232.96
4137	SHBC	18331	1633		Patty Barnes		Check
			E 01	010	203 000 000 401	Reimbursement- Classroom Supplies	\$15.30
PO#:		Voucher #:	13610	Invoice	Invoice No: DT052124	9/20/2024	Paid Amt: \$15.30 Check Amount: \$15.30
4137	SHBC	18332	1367		Sharon Schneider		Check
			E 01	010	203 000 000 430	Reimbursement- Classroom Supplies	\$793.69
PO#:		Voucher #:	13611	Invoice	Invoice No: DT082824	9/20/2024	Paid Amt: \$793.69 Check Amount: \$793.69
4137	SHBC	18333	1466		The McDowell Agency, INC		Check
			E 01	005	105 000 000 305	Background Checks	\$75.90
PO#:		Voucher #:	13612	Invoice	Invoice No: 157123	9/20/2024	Paid Amt: \$75.90 Check Amount: \$75.90

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Tuesday, September 17, 2024 at 2:30 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 by Jana Evink @ 2:31pm

II. ROLL CALL

- a. Board Members Present: NP, JE, RF, AV, AJ, JH, CB,
- b. Board Members Absent: Amy Savage
- c. Other Attendees: Ashley Blaha
- d. Recording Minutes : Kirsten Host

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. MEETING AGENDA- Motion to approve meeting agenda made by AJ, Seconded by RF Board Vote- All "aye", Motion carries

V. DECLARATION OF CONFLICTS- none

VI. FINANCIAL REPORT / No bridget at meeting - went over the best we could.

- a. August Financial Report –Motion to approve August financials made by AJ Seconded by CB Board Vote- All "aye" Motion carries
- a. FY25 Enrollment Numbers as of 9.13.24
 - i. Charter School (K-6) = 164
 - ii. Children's House (EC) = 12
 - iii. Pupil Unit Actual/Budget = 164/163
- b. Review of Bills- reviewed
- c. Donations- Thrivent – no donations to approve

VII. CONSENT AGENDA - Motion to approve consent agenda with c and d being taken off made by NP ,
Seconded by JH . Board Vote- all aye, motion carries

- a. 8.27.24 Minutes
- b. Distribution of Information to Families Policy
- c. Fundraising and the Receiving of Gifts Policy- moved to New Business to discuss
- d. School Director Succession Policy- moved to New Business
- e. Wellness Policy- tabled to October

VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS

Report at meeting / **Ashley Blaha**- Shared EE goals and indicators. Included in the board packet are examples of topics she will cover and how she will assess student learning.

IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -

This will be in next board packet

X. DIRECTOR GOALS- no update at this time

XI. STRATEGIC PLANNING & GOAL SETTING-

XII. OLD BUSINESS- none

XIII. NEW BUSINESS

- a. Fundraising and the Receiving of Gifts Policy- discussion of the number of fundraisers we do per year (school and PTO) and made it more clear in the policy that any fundraiser beyond 4 a year needs to be approved by the board. Motion to approve the policy with the changes to the general statement made by NP, Second by JH. Board Vote- All “aye”, Motion carries
- b. School Director Succession Policy- Motion to approve the policy with the changes to the desired and essential qualifications sections made by CB, Second by RF. Board Vote- All “aye”, Motion carries

XIV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – **Tuesday October 15, 2024 in the 503 building @ 2:30 pm**

b. Upcoming Agenda Items

New Business

- a. Tobacco-Free Environment Policy
- b. Fund Balance Policy
- c. Records Retention Policy
- d. Director Job Description

Tabled Items:

- a. Wellness Policy

XV. MOTION TO ADJOURN by CB at 3:19 PM, Seconded by JH. Board Vote- all in favor ‘ aye’ , motion carries

Swan River Montessori Charter School

Adopted: 2005

Reviewed: 10.23.18

Tobacco-Free Environment Policy

PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. The prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. "Tobacco" means cigarettes; E-cigarette liquids/vapors/aerosols, cigars; cheroots; stogies; perique; granulated, plug cut crimp cut, ready rubbed, and other smoking tobacco; snuff, snuff flour, Cavendish; plug and twist tobacco; fine cut chewing tobacco; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers, pipes for smoking, or E-cigarettes or any other type of personal vaporizers.

EXCEPTION

It shall not be a violation of this policy for an Indian adult to light tobacco on school property as part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with Minnesota state and federal laws and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

DISSEMINATION OF POLICY

- A. This policy shall be referenced and explained in the Swan River Montessori Charter School Parent Handbook and Employee Handbook.
- B. The school district will develop a method of distributing this policy with students and employees.

Legal References: Minn. Stat. § 144.413, Subd. 4 (Definitions)
Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)
Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)

Cross References: ~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
~~MSBA/MASA Model Policy 506 (Student Discipline)~~
~~MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities, and Behavior~~
 SRMCS Student Discipline Policy

Swan River Montessori Charter School

Adopted: August 2005

Revised: 11.28.18

Fund Balance Policy

GENERAL STATEMENT OF PURPOSE

The Swan River Montessori Charter School Board of Directors recognizes the challenges in achieving a healthy, viable, fiscal future amidst the fluctuations that occur from population shifts, program and client demands, and state finance formulas. The Board further understands the need to be ever mindful of its obligation to the public trust and the rightful demand for accountability from the Board. Therefore, the Board of Directors establishes a policy on fund balance reserves and fiscal management principles.

PURPOSE

The purpose of this policy is to ensure that the fiscal integrity of Swan River Montessori Charter School (SRMCS) is maintained, the cash position is always adequate to meet critical financial obligations, and to comply with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

DEFINITIONS

“Fund Equity” is generally the difference between its assets and its liabilities.

“Fund Balance” is an accounting distinction made between the portions of fund equity that are spendable and non-spendable. These are broken up into five categories:

- 1) Non-Spendable Fund Balance: Includes amounts either not in spendable form or legally or contractually required to be maintained intact. This would include inventory, pre-paid items, and non-current receivables such as long-term loans and notes receivable and property held for resale (unless the proceeds are restricted, committed, or assigned). This also includes amounts that are legally or contractually required to be maintained intact (principal balance of endowments and permanent funds).
- 2) Restricted Fund Balance: Reflects constraints placed on the use of amounts that are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. The Minnesota Department of Education (MDE) has retained balance sheet codes for statutorily required reserves which will be titled Restricted/Reserved. This category of fund balance represents funds statutorily restricted for a particular use that were traditionally classified as “reserved”.
- 3) Committed (Designated) Fund Balance: Includes amounts that are committed for specific purposes by formal action of the Board of Directors. Amounts classified as “committed” are not subject to legal enforceability like a restricted fund balance; however, those amounts cannot be used for any other purpose unless the Board removes or changes the limitation by taking the same form of action it employed to previously impose the limitation. The action to commit fund balances must occur prior to year end; however, actual amounts can be determined in the subsequent period.
- 4) Assigned Fund Balance: Amounts that are intended by SRMCS to be used for specific purposes, but are neither restricted nor limited, should be reported as assigned fund balance. Intent should be expressed by the Board of Directors or a subordinate high-level body or official possessing the authority to assign amounts to be used for specific purposes in accordance with policy established by the Board of Directors. This would include ANY activity reported in a fund other than the General Fund that is not otherwise

restricted more narrowly by the above definitions. The school district is not allowed to assign balances that result in a residual deficit.

- 5) Unassigned Fund Balance: Includes any remaining amounts after applying the above definitions (amounts not classified as non-spendable, restricted, committed/designated or assigned). Special rules exist for using this classification in funds other than the General Fund where unassigned can only be used if the balance is negative, therefore, the General Fund is the only fund that will report a positive unassigned balance.

Order of Expenditure of Funds: When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded by a grant, funds set aside by the school, and unassigned fund balance), Swan River Montessori Charter School will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

GENERAL OPERATIONS RESERVE FUND

Swan River Montessori Charter School will strive to attain a minimum unassigned general operations fund balance of 15-30% of budgeted expenditures. This fund balance is needed to guard against unanticipated emergencies, unforeseen events, new program initiatives, capital improvements not covered by the affiliated building company, and future Statutory Operating Debt (SOD) circumstances.

The minimum unassigned general operations fund balance target will be reviewed at least bi-annually. Once attained, if the unassigned fund balance falls below 15%, Swan River Montessori Charter School will specifically note in the Board minutes that the Board is aware of the situation, cite the circumstances for falling below the goal, and discuss plans for meeting the goal in the future.

Swan River Montessori Charter School

Adopted: 11.17.16

Revised: 10.23.18

Record Retention Policy

PURPOSE

This policy is meant to delineate the general records retention schedule for Swan River Montessori Charter School (SRMCS). The purpose of the policy is to provide a plan for managing records under Minnesota Statutes 138.17 and to support the school's obligation under the Minnesota Government Data Practices Act.

GENERAL STATEMENT OF POLICY

SRMCS will adopt the School District General Records Retention Schedule, which establishes minimum retention periods for school district records based on their administrative, fiscal, legal, and historical value.

The information listed in the retention schedule is intended as a guideline in that it may not address all the records that SRMCS may wish to keep. Questions regarding the retention of documents not listed in the schedule should be directed to the School Director. Additionally, the schedule articulates the minimum standards. The School Director may choose to exceed the minimum standards for some documents.

PROCEDURES

1. The SRMCS Board of Directors will notify the State Archives Department of the Minnesota Historical Society that the school has officially adopted the School District General Records Retention Schedule.
2. The School Director will be responsible for supervising the implementation of the records retention schedule.
3. A copy of the "School Records Retention Schedule" will be attached to this policy and published on the SRMCS web site.

Legal Reference: Minnesota Statute 13.17 (Government Records; Administration)

Cross Reference: School District General Records Retention Schedule (State of Minnesota), Department of Administration, Information Policy Analysis Division, January 2000).

Job Description: Executive Director

Name: _____

Date: _____

JOB GOAL:

The Executive Director of Swan River Montessori Charter School is to provide visionary, collaborative, and innovative educational leadership. The executive director is responsible for carrying out the mission of Swan River Montessori Charter School which 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

The Director is responsible for the effective operation of the school, general administration of all instructional, business, or other operations of the school. They will administer and supervise the school and its employees, lead development of educational program improvement, foster a culture of positive, engaged learners, and serve as a strong advocate for the school's core values.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions:

Education/Experience:

Bachelor's degree (B.A.) from four-year college or university; and four to six years related experience and/or training; or equivalent combination of education and experience.

Effective in ability to foster communication with key stakeholders, apply critical thinking skills, and ability to interpret and analyze financial statements and budgetary concerns as it relates to school finances.

Proven experiences an innovative leader who possess strong written and verbal communication, critical thinking, decision-making, detail-orientation, organization, and problem-solving skills

Preferred Qualifications:

- Current Minnesota Licensed Teacher with classroom teaching experience is desired
- Current Minnesota State Principal licensure or ability to obtain
- Knowledge of Charter School philosophy approaches and differentiation from other schools
- Familiarity with and enthusiasm for Swan River Montessori Charter School and the Montessori philosophy
- Strong listening skills, and ability to balance the input of various individuals, such as teacher, other staff, community leaders, student and parents/guardians
- Ability to assess student and teacher performance and provide feedback
- Ability to understand state educational standards and to evaluate curricula and educational programs
- Knowledge of educational technology and proven computer skills, particularly in the areas of databases, spreadsheets, and word processing

Communication: Communicates effectively with the school district's community, including internal and external constituencies

Financial: Knowledgeable of factors that influence school finance including, but not limited to: sources of revenue; expenditure classifications; generally acceptable accounting principles; and, local, state, and federal finance calculations

REPORTS TO: The Executive Director will be directly reporting to the Executive Committee of the Board of Directors.

PERFORMANCE RESPONSIBILITIES:

Leadership

- Be the main contact for the school for the School Board, SPED agencies, Building Company, PTO, MDE, Authorizer, and other external collaborators

- Works with admin team to identify and develop short and long term goals
- Provides support in achieving goals
- Monitors progress of admin team toward completing goals
- Ensures whole school is considered in decision making
- Stay mission-driven and focused in making decision for the school and programs
- Play a positive and active leadership role in fostering team relationships
- Lead by example and model effective communication and empowerment behaviors
- Enforce discipline as necessary, according, due process the rights of students
- Familiarity with and enthusiasm for Swan River Montessori Charter School and with the school's Montessori education philosophy

School Wide Action Plan

-
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the school
- Leads the process to develop the school-wide action plan and update as needed
- Provides updates of changes, additions and progress on the action plan to the Board of Directors
- Assume a leadership role in promoting and preserving an overall sense of positive, all-school climate
- Oversees the development and implementation of the school wide health and safety plan
- Works with the administrative team, county agencies, MDE, MACS, and local law enforcement to establish a safe school environment including physical, intellectual, and emotional safety

Fiscal Responsibility & Sustainability

- Demonstrates strong financial intelligence and long term vision for fiscal stewardship; allocates resources according to school and Board of Directors goals
- Responsible for the oversight of all financial transactions including payroll, lease aid, and vendor contracts in collaboration with the school accountant
- Approve expenditures within the authority delegated by the Board of Directors
- Works with school accountant to develop a budget and ensures the program expenditures stay within budget amounts
- Provides direction for short term and long term spending priorities
- Works with school accountant to analyze school cash flow to ensure fiscal stability

Governance – Board of Directors

- Attend and actively participates in all board meetings , in accordance with the bylaws as the Ex-Officio of the Board of Directors (a non-voting position)
- Prepares and presents reports to the Board of Directors or delegates the responsibility as appropriate
- Communicates issues, concerns, and needs to the Board of Directors

- Responsible for overall vendor management including, but not limited to payroll, facilities, special education, and contractors
- Participate in board trainings, be informed about board processes and laws
- Assists the Board's Governance Committee in policy development

Staff Leadership

- Sets the staff meeting schedule, staff meeting agenda, and facilitates the staff meeting
- Set expectation of collaboration for all staff and lead by example
- Help staff to seek common understanding and work together to create solutions and solve challenges
- Facilitate collaboration and communication strategies among supervised staff
- Establish routines, best practices, and communication plans with other staff
- Communicates and implements all board policy decisions and changes to staff at the appropriate level
- Conduct regular staff meetings to ensure the ongoing flow of information and proper functioning of the school
- Motivates staff to develop and utilize authentic, realistic methods of instruction and assessment to measure student progress toward learning expectations and standards
- Supports conflict mediation as needed
- Conducts staff evaluations according to evaluation
- Researches and supports professional development for the staff
- Works one on one with staff to develop professional development needs and supports them in attaining these goals
- Ensures that a comprehensive new-staff training program is implemented

Legal compliance

- Stays current on Charter-related laws and information
- Stays current on legal issues for charter schools in Minnesota and nation-wide
- Understands and adheres to local, state and federal policies and requirements
- Understands and adheres to MDE policies, requirements, and state reporting
- Oversees all legal matters including but not necessarily limited to Leases, Contracts, and MDE issues
- Ensures timely submission of reports to the board within each program area
- Ensures Swan River is prepared for the state audit

Facilities

- Works directly with Building Company to help maintain a healthy facility fund and building
- Oversees facility compliance and other facility issues as needed

Public Relations/Community Outreach/Marketing

- Provides outreach to the community and other agencies about our model and develops support systems

- Participates in school and community events
- Acts as the spokesperson for Swan River
- Represents Swan River at school events, in the educational community, and at local and state events
- Ensures a strong marketing strategy to solidify long-term enrollment
- Act as liaison between the community and the school district and respond to concerns of parents, students, staff, and citizens to increase understanding of policies and practices and to keep them informed of and involved with school district activities
- Network and foster relationships with Directors of other Charter Schools

Communication

- Demonstrates strong decision making, problem solving and conflict resolution skills; able to make difficult decisions without being divisive
- Utilizes an effective leadership model to promote communication and collaborative decision making
- Demonstrates consensus building
- Provides a positive environment in which dialog may occur
- Promotes trusting and supportive relationships with staff, students and parents
- Maintain accessibility and open door policy with staff and students on personal, professional and family issues
- Maintains a visible and accessible presence to the school community
- Values, recognizes, and celebrates the contributions of all employees

Student Instruction and Assessment

- Oversees the implementation of programs, curricula, and services to promote student achievement
- Monitor the delivery of instruction, programs, and services of the school to maintain or improve quality
- Has a clear understanding of and promotes state content standards and assessments
- Monitor academic progress of students through required assessments
- Monitor all-school academic and behavioral data to identify and target areas for improvement
- Regularly monitor and update staff on progress towards meeting academic and behavioral goals
- Allocate resources specifically to address needs with student academics and behavior
- Establish clear and consistent expectations for students across the entire school
- Develop program goals and desired outcomes for students
- Manage daily academic and behavioral issues that arise with students
- Work with parents/guardians, teachers, and other school staff to address issues
- Coordinate and help plan for interventions which may require student, parent/guardian, and outside agencies

Human Resources

- Determine staffing requirements for organizational management and program delivery
- Recruit, interview, and select staff that have the right technical and personal abilities to help further the school's mission
- Conducts interviews and makes the final decision regarding who to hire
- Ensures that new hires fit Beacon Academy's character education and Responsive Classroom model/philosophy as well as fulfill the school's credentialing needs
- Work with the HR Coordinator to ensure benefits packages and personnel Employment offers.
- are in place for all employees

Parent Teacher Organization

- Work in coordination with the PTO President and their Board to support the school needs and overarching student achievement
- Attend PTO meetings and communicate organizational needs and/or promote educational exemplars

EVIDENCE OF PERFORMANCE

- Positive school culture and working relationships
- Positive results from School Wide Action Plan
- Professional development feedback from staff and administration
- All goals with Board of Directors Executive Committee are addressed
- Finance Committee feedback from members and Board of Directors
- Legal compliance feedback from Board of Directors
- Public Relations feedback from vested stakeholders
- Complaints and Documented Records
- Effectively performed the Executive Director duties required at the school.
- Demonstrated the abilities to multi-task and prioritize work load.
- Demonstrated the ability to maintain confidentiality.

TERMS OF EMPLOYMENT: Hours as assigned by the Executive Committee and School Board. Pay rates and benefits as determined by the Human Resources Department, School Board, and Executive Committee. In accordance with applicable law, Beacon Academy provides reasonable accommodation to known physical or mental limitations of an otherwise qualified employee with a disability to allow him/her to perform the essential functions of the job. If accommodation is needed, please contact our HR department in the main office. Beacon Academy is an at-will employer. This job description is a guideline and does not constitute a written or implied employment or other contract. This job description is a guideline and is not

intended to be all-inclusive. Management reserves the right to change this job description, job duties, hours and other terms and conditions of employment.

Other TRAITS AND ATTITUDES to add into above categories somewhere it fits best:

- Has a positive attitude toward the job, the students and the staff
- Respects the value of confidentiality and integrity
- Has the ability to work independently, organize, and use time effectively
- Works within the procedures and systems in the school community
- Ability to multi-task and prioritize work loads
- Works cooperatively with others
- Conducts oneself in a professional and ethical manner

Swan River Montessori Charter School

Adopted: August 2006

Reviewed: September 18, 2023

Purpose

The purpose of this policy is to ensure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity.

General Statement of Policy

1. The district will have a written wellness policy with physical copies located in the office(s) of all school buildings as well as posted on the school website.
2. After approval by the school board, the wellness policy will be implemented throughout the school district.

Wellness Committee

1. The Director will appoint a wellness committee that may include, but not be limited to, representatives of the school food authority, teachers of physical education, school health professionals, the school board, parent representatives and school administrators.
2. The district Health and Wellness Coordinator will be the identified leader of this committee and will oversee the wellness policy work in the district.
3. The wellness committee will have meetings scheduled quarterly throughout the school year.

Nutrition Guidelines

Meals served to students at school will meet or exceed all federal, state, and local statutes and regulations.

1. Meals served through the NSLP and SBP will offer a variety of fruits and vegetables that meet the daily and weekly meal pattern requirements under the HHFKA.
2. Only 1% low fat white and/or fat-free or low-fat flavored milk will be offered to students. Lactose free milk option will be available according to special dietary needs.
3. At least ½ of all grain items will be whole grain-rich, complying with current USDA standards
4. Meal portions will meet all meal pattern requirements by age group.
5. All meals served will meet current USDA nutritional requirements.

Food Safety

All foods sold or served to students during mealtimes will be prepared in health-inspected facilities under the guidance of the Food Service Management Company's Food Service Director and the food safety certified staff which will provide students with healthy and safe foods.

1. District kitchens will maintain a food service license from the Minnesota Department of Health to operate each year.
2. The food service department will make every effort to meet the special dietary needs for students with documented allergies who have the required paperwork on file with the food service department.

Nutrition Education and Promotion

Schools will provide nutrition education to students and families designed to provide them with the knowledge and skills necessary to promote good health for a lifetime.

1. Monthly menus are available to families on the district website.
2. Nutrition awareness materials are posted in the cafeterias.
3. Teachers will integrate nutrition education into classroom lessons.
4. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meals at appropriate times during the school day.

Physical Activity

1. Opportunities for physical activity will be incorporated into other subject lessons when appropriate. Classroom teachers will provide short physical activity breaks between lessons or classes as appropriate.
2. Students need opportunities for physical activity to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.

School Based Activities that promote Student Wellness

1. Schools will encourage staff not to use food and beverages as rewards for students.
2. Schools will not withhold food or beverages as punishment.
3. The school district shall assure that an appropriate company or person is responsible for the school district's food service program, which duties shall include the creation of nutrition guidelines and procedures for the selection of food and beverages made available on the campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
4. The school health office highly values the health and wellbeing of staff and students. On a regular basis, the health office will provide information to staff on elements of a healthy lifestyle.
5. District will be supportive of fundraising efforts while encouraging healthy food choices or the sale of non-food items.
6. The district will encourage non-food rewards or incentives for students.
7. Students will be given opportunities to learn and grow in overall wellness, including emotional wellness.
8. No pop will be available to students via vending machines during the school day.

Smart Snacks

1. Any food or beverage sold to students during the school day will meet federal Smart Snack nutritional guidelines.
2. Concessions during special events held during the school day will meet federal Smart Snack nutritional guidelines.
 - a. The person in charge of the special event will be responsible for scheduling a time to meet with the District's Food Service Manager to determine what snacks/beverages can be served during the special event that meet federal Smart Snack nutritional guidelines.
 - b. The person in charge of the special event will be responsible for obtaining the required recordkeeping documentation and submitting the records to the District's Food Service Manager.

Communication with Parents

1. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
2. The district will encourage healthy choices and portion control when considering celebrations.
3. The school district will provide information about physical education and other school based physical activities.
4. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
5. The food service administrator will provide monthly menus to families.

Evaluation

The district will conduct triennial assessments of the wellness policy to identify appropriate updates or modifications.

1. A triennial assessment will be completed by the Health and Wellness Committee to coincide with the School Food Authority audit.
2. The most recent triennial assessment will be on file with the district health and wellness coordinator.
3. This assessment will contain the following components:
 - a. Compliance with wellness policy
 - b. How the wellness policy compares to model wellness policies.
 - c. Progress made in attaining the goals of the wellness policy.
4. The Director or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

Legal Citation:

IV. Nutrition Guidelines

HHFKA of 2010

NSLP 7 CFR 210

SBP 7 CFR 220

V. Food Safety

NSLP 7 CFR 210

SBP 7 CFR 220

VI. Nutrition Education and Promotion

HHFKA of 2010

Food Service Management Contract