

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, December 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 @ 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-

VI. FINANCIAL REPORT

- a. November Financial Report –Motion to approve November financials made by Seconded by Board Vote- All “aye” Motion carries

- a. FY25 Enrollment Numbers as of 12.17.24
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163

- b. Review of Bills-
- c. Donations- Thrivent – no donations to approve

VII. CONSENT AGENDA - Motion to approve consent agenda, Seconded by . Board Vote- all aye, motion carries

- a. November Minutes
- 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

I. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS

II. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -

III. DIRECTOR GOALS-

IV. STRATEGIC PLANNING & GOAL SETTING-

V. OLD BUSINESS-

VI. NEW BUSINESS

- a. Review Tuition & Extended Care Rates for Next School Year
- b. Form committee to look at policies

VII. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – **Tuesday January 21, 2024 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

- a. Attendance Policy
- b. Equal Employment Policy
- c. Disability Non-Discrimination Policy
- d. Harassment and Violence Policy
- e. Student Disability Non-Discrimination Policy

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



Swan River Montessori Monthly Financials

NOVEMBER 2024

EdFinMN

FINANCE AND ACCOUNTING SERVICES FOR CHARTER
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

Swan River Montessori Financial Highlights

NOVEMBER 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:

- \$840,867 Cash balance at end of the month
- \$119,112 State receivables which represents an initial estimate for the beginning of the accrual for the FY24 hold back

- \$26,485 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- \$71,377 Salary and benefits payables estimated. This is for summer salaries as of month-end.

Income Statement

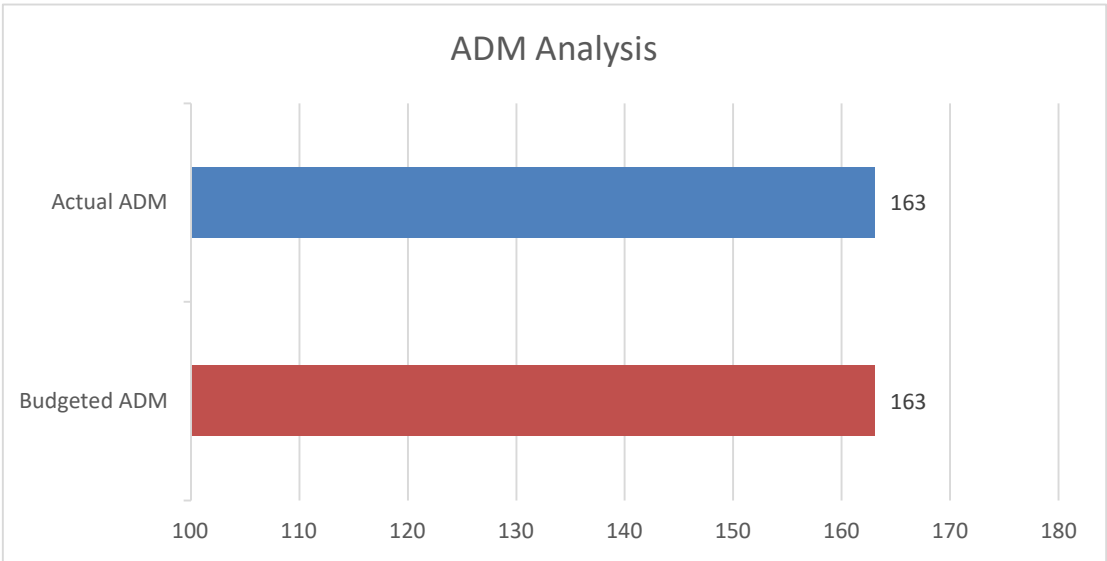
The focus of the school's income statement is to monitor the ongoing revenues and expenses of the various programs. A monthly review of the actual spent vs. budget as well as taking into consideration the percentage of the fiscal year completed is imperative. Yet, also understanding how each individual 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
- 42% Percent of the fiscal year completed
- 39% YTD revenue as a percent of budget based on the working projection.
- 33% 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:

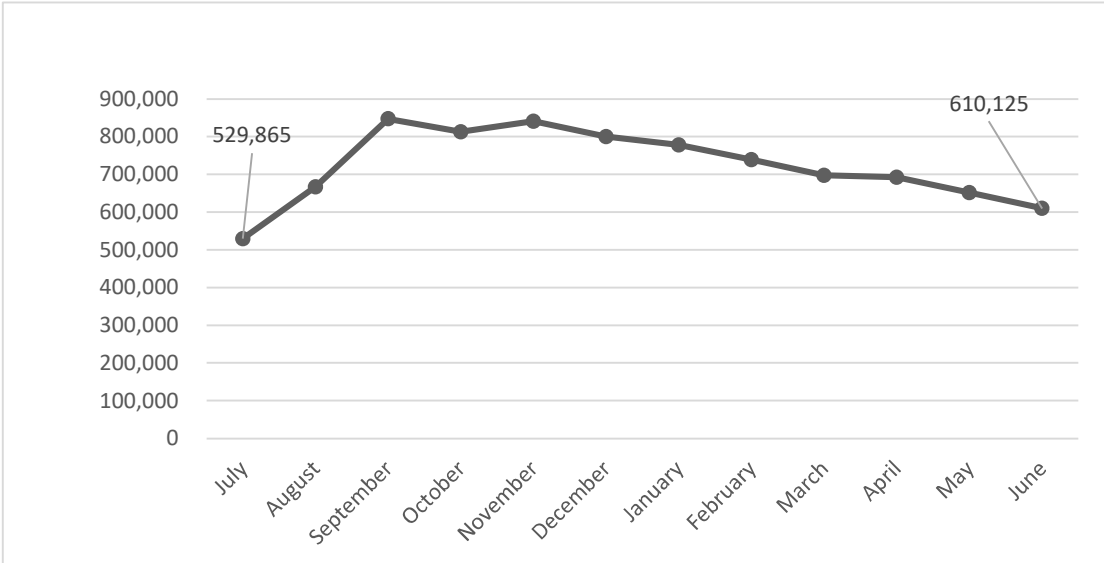
- Estimated cash balance as of June 30, 2025
\$ 610,125

Enrollment/ADM's



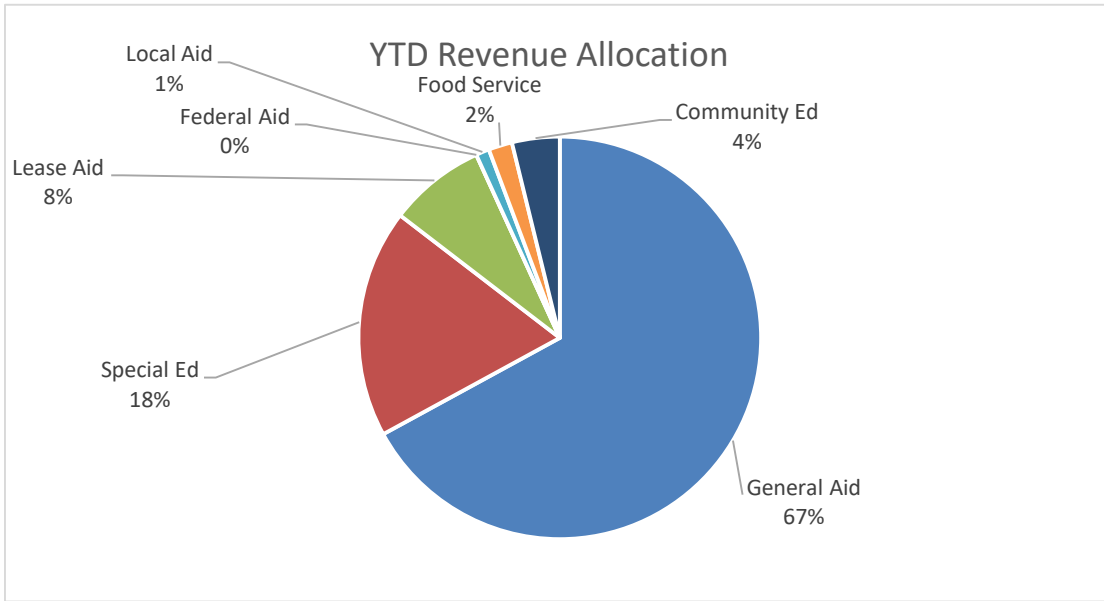
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

Cash Flow Projection



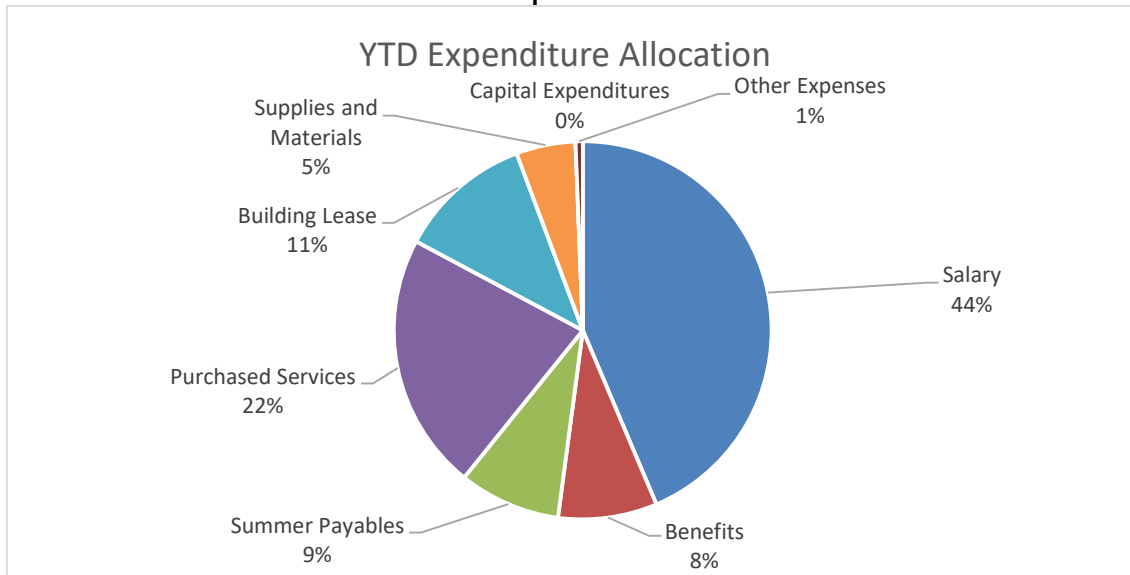
Swan River's cash balance is expected to decrease slightly during fiscal 2024.

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 November 30, 2024

Assets	As of Month-End
Cash	840,867
MDE Receivable - Current year estimate	119,112
MDE Receivable - Prior year	26,485
Federal Receivable	374
Prepays	6,670
Total Assets	\$ 993,508
<hr style="border-top: 3px double #000;"/>	
Liabilities	
Salary and Benefits Payable	\$ 71,377
Total Liabilities	\$ 71,377
<hr style="border-top: 3px double #000;"/>	
Fund Balance	
Beginning - Audited	\$ 737,684
Change in Fund Balance	184,447
Ending- Projected	\$ 922,131
Total Liabilities and Fund Balance	\$ 993,508
<hr style="border-top: 3px double #000;"/>	

Current year based on estimated, primarily for ADM numbers.

Swan River Montessori Charter School
Income Statement Summary
As of November 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	\$ 221,557	\$ 983,049	39.7%
Federal Aids	48,668	48,668	10,102	10,465	21.5%
Local	103,725	103,725	11,699	33,423	32.2%
Total	\$ 2,642,819	\$ 2,642,819	\$ 243,358	\$ 1,026,937	38.9%
Expense					
Salary	\$ 1,207,336	\$ 1,207,336	\$ 117,171	\$ 367,454	30.4%
Benefits	275,914	275,914	18,084	71,559	25.9%
Summer Payables	-	-	-	73,038	NA
Purchased Services	579,909	579,909	42,923	185,596	32.0%
Supplies and Materials	231,368	231,368	15,446	42,884	18.5%
Capital Expenditures	253,380	253,380	16,532	96,821	38.2%
Other Expenses	38,149	38,149	(3,525)	5,137	13.5%
Total	\$ 2,586,056	\$ 2,586,056	\$ 206,631	\$ 842,490	32.6%
Change in Fund Balance	\$ 56,763	\$ 56,763	\$ 36,726	\$ 184,447	
Beginning Fund Balance	737,684	737,684	737,684	737,684	
Ending- Projected	\$ 794,447	\$ 794,447	\$ 774,410	\$ 922,131	
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 November 30, 2024

42% 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	\$ 19,246	\$ 525,146	40%
Special Ed	690,063	690,063	55,877	176,539	26%
Lease Aid	214,182	214,182	74,504	74,504	35%
Literacy Incentive Aid	17,793	17,793	6,031	6,031	33.9%
Hourly Worker Unemployment	29,663	29,663	33,817	33,817	114.0%
School Library Aid	19,944	19,944	12,530	12,530	62.8%
Student Support Aid	19,304	19,304	6,000	6,000	31.1%
READ Act Literacy Aid	-	-	-	1,941	N/A
READ Act Training Aid	-	-	-	5,842	N/A
State Aid Receivables*	-	-	-	119,112	N/A
Total State Aid	\$ 2,289,194	\$ 2,289,194	\$ 208,004	\$ 961,461	42%
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	\$ 614	\$ 2,701	540%
Miscellaneous	8,000	8,000	100	4,150	51.9%
Donations and Other	10,000	10,000	-	40	0%
Fees for Services	400	400	110	3,445	861%
Total Local and Donation	\$ 18,900	\$ 18,900	\$ 824	\$ 10,336	55%
Total General Fund Revenue	\$ 2,356,762	\$ 2,356,762	\$ 208,829	\$ 971,798	41%
Food Service Fund					
State Revenue	\$ 137,134	\$ 137,134	\$ 7,947	\$ 7,947	6%
Federal Revenue	-	-	10,102	10,465	N/A
Food Sales	-	-	-	12	N/A
Transfer from General	16,098	16,098	-	-	0%
Total Food Service Revenue	\$ 153,232	\$ 153,232	\$ 18,049	\$ 18,424	12%
Community Service Fund					
Before/After School Care	\$ 48,000	\$ 48,000	\$ 5,605	\$ 13,640	28%
Children's House Tuition	84,825	84,825	10,875	23,075	27%
Total Community Service Revenue	\$ 132,825	\$ 132,825	\$ 16,480	\$ 36,715	28%
Total Revenue- All Funds	\$ 2,642,819	\$ 2,642,819	\$ 243,358	\$ 1,026,937	39%

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

FYTD: 42%

	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	\$ 47,762	39%
200 Benefits	30,727	30,727	1,236	11,883	39%
305 Contracted Services	138,933	138,933	12,285	74,393	54%
320 Communication	6,026	6,026	990	1,947	32%
329 Postage	904	904	2	148	16%
330 Utilities	37,316	37,316	2,605	13,847	37%
340 Insurance	24,411	24,411	2,393	9,580	39%
350 Repairs & Maintenance	2,040	2,040	-	-	0%
366 Conferences/Professional Development	5,250	5,250	-	-	0%
401 General Supplies	24,102	24,102	2,655	8,181	34%
405 Purchased Software (405/406)	510	510	-	21	4%
490 Food	460	460	-	-	0%
570 Building Lease	253,380	253,380	16,532	96,821	38%
820 Dues & Memberships	20,948	20,948	-	3,740	18%
899 Misc Expenses - Missing Support	-	-	(3,562)	-	0%
910 Transfers to Other Funds	16,098	16,098	-	-	0%
Total Admin and Operations	\$ 685,114	\$ 685,114	\$ 45,903	\$ 268,323	39%
Instructional Support and Services					
100 Salaries	\$ 615,585	\$ 615,585	\$ 55,257	\$ 163,598	27%
200 Benefits	152,528	152,528	9,111	36,052	24%
1XX/2XX Summer Payable	-	-	-	44,536	NA
305 Contracted Services	-	-	(84)	(84)	0%
360 Transportation - Field Trips	12,555	12,555	-	4,253	34%
366 Conferences/Professional Development	6,300	6,300	1,590	1,707	27%
369 Field Trips and Registration	-	-	(65)	1,053	0%
401 General Supplies	13,948	13,948	4,754	8,139	58%
405 Purchased Software (405/406)	-	-	-	677	0%
430 Instructional Supplies	29,756	29,756	773	1,881	6%
455 Technology Supplies	-	-	120	180	0%
461 Standardized Tests	2,625	2,625	-	-	0%
490 Food	-	-	(42)	(16)	0%
820 Dues & Memberships	1,103	1,103	37	1,397	127%
Total Instructional Support and Services	\$ 834,400	\$ 834,400	\$ 71,451	\$ 263,373	32%

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

FYTD: 42%

	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
Special Education					
100 Salaries	\$ 361,907	\$ 361,907	\$ 44,850	\$ 136,453	38%
200 Benefits	89,672	89,672	7,296	22,354	25%
1XX/2XX Summer Payable	-	-	-	28,502	NA
305 Contracted Services	7,166	7,166	-	-	0%
366 Conferences/Professional Development	1,130	1,130	45	284	25%
394 Payments to Other Agencies	316,654	316,654	22,230	75,399	24%
401 General Supplies	4,599	4,599	741	1,191	26%
405 Purchased Software	1,725	1,725	-	1,864	108%
433 Instructional Supplies- Ind	8,671	8,671	-	-	0%
Total Special Education	\$ 791,524	\$ 791,524	\$ 75,163	\$ 266,047	34%
Total General Fund Expenditures	\$ 2,311,038	\$ 2,311,038	\$ 192,517	\$ 797,743	35%
Food Service Fund					
100 Salaries	\$ 6,569	\$ 6,569	\$ 1,390	\$ 3,853	59%
200 Benefits	2,987	2,987	441	1,269	42%
401 General Supplies	-	-	927	2,603	0%
490 Food	143,342	143,342	5,239	17,820	12%
Total Food Service	\$ 152,898	\$ 152,898	\$ 7,997	\$ 25,545	17%
Community Ed Fund					
100 Salaries	\$ 99,266	\$ 99,266	\$ 4,907	\$ 15,789	16%
200 Benefits	20,992	20,992	932	3,070	15%
394 Field Trips	232	232	-	-	0%
401 General Supplies	1,418	1,418	279	295	21%
430 Instructional Supplies	-	-	-	49	0%
820 Dues & Memberships	212	212	-	-	0%
Total Community Ed	122,120	122,120	6,117	19,202	16%
Total Expense- All Funds	\$ 2,586,056	\$ 2,586,056	\$ 206,631	\$ 842,490	33%

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

7 Months Remaining

Cash Receipts	Budget	Monthly Activity	Year to Date	December	January	February
State Aids- Current Year	\$ 2,289,194	\$ 208,004	\$ 842,349	\$ 159,412	\$ 159,412	\$ 159,412
State Aids- Prior Year	26,485	-	-	-	7,416	1,817
Federal - Current Year	48,668	-	-	-	12,167	-
Local	151,725	17,304	47,051	14,953	14,953	14,953
Food Service	153,232	18,049	18,424	18,295	18,295	18,295
Total Inflows	\$ 2,669,304	\$ 243,358	\$ 907,825	\$ 192,661	\$ 212,244	\$ 194,478
Expense						
Salary	\$ 1,207,336	\$ 117,171	\$ 367,454	\$ 100,611	\$ 100,611	\$ 100,611
Benefits	275,914	18,084	71,559	22,993	22,993	22,993
Purchased Services	579,909	42,923	185,596	56,330	56,330	56,330
Supplies and Materials	231,368	15,446	42,884	26,926	26,926	26,926
Capital Expenditures	253,380	16,532	96,821	22,366	22,366	22,366
Other Expenses	38,149	(3,525)	5,137	4,716	4,716	4,716
Accounts Payable	-	-	-	-	-	-
Total Outflows	\$ 2,586,056	\$ 206,631	\$ 769,452	\$ 233,942	\$ 233,942	\$ 233,942
Change in Cash	\$ (41,282)	\$ (21,699)	\$ (39,465)			
Beginning	\$ 841,241	\$ 799,959	\$ 778,261			
Line of Credit	\$ -	\$ -	\$ -			
Ending- Projected	\$ 799,959	\$ 778,261	\$ 738,796			

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

7 Months Remaining

Cash Receipts	Budget	Monthly Activity	Year to Date	March	April	May	June	Total	Budget	Remaining
State Aids- Current Year	\$ 2,289,194	\$ 208,004	\$ 842,349	\$ 159,412	\$ 159,412	\$ 159,412	\$ 159,412	\$ 1,958,233	\$ 2,289,194	\$ 330,961
State Aids- Prior Year	26,485	-	-	-	24,288	-	-	33,521	26,485	-
Federal - Current Year	48,668	-	-	-	12,167	-	-	24,334	48,668	24,334
Local	151,725	17,304	47,051	14,953	14,953	14,953	14,953	151,725	151,725	-
Food Service	153,232	18,049	18,424	18,295	18,295	18,295	18,295	146,492	153,232	6,740
Total Inflows	\$ 2,669,304	\$ 243,358	\$ 907,825	\$ 192,661	\$ 229,116	\$ 192,661	\$ 192,661	\$ 2,314,679	\$ 2,669,304	\$ 361,661

Expense	Budget	Monthly Activity	Year to Date	March	April	May	June	Total	Budget	Remaining
Salary	\$ 1,207,336	\$ 117,171	\$ 367,454	\$ 100,611	\$ 100,611	\$ 100,611	\$ 100,611	\$ 1,071,734	\$ 1,207,336	\$ 135,602
Benefits	275,914	18,084	71,559	22,993	22,993	22,993	22,993	232,508	275,914	43,406
Purchased Services	579,909	42,923	185,596	56,330	56,330	56,330	56,330	579,909	579,909	-
Supplies and Materials	231,368	15,446	42,884	26,926	26,926	26,926	26,926	231,368	231,368	-
Capital Expenditures	253,380	16,532	96,821	22,366	22,366	22,366	22,366	253,380	253,380	-
Other Expenses	38,149	(3,525)	5,137	4,716	4,716	4,716	4,716	38,149	38,149	-
Accounts Payable	-	-	-	-	-	-	-	-	-	-
Total Outflows	\$ 2,586,056	\$ 206,631	\$ 769,452	\$ 233,942	\$ 233,942	\$ 233,942	\$ 233,942	\$ 2,407,048	\$ 2,586,056	\$ 179,008

Change in Cash \$ (41,282) \$ (4,827) \$ (41,282) \$ (41,282) \$ (92,369)

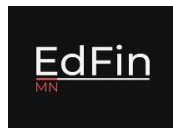
Beginning	<u>\$ 738,796</u>	<u>\$ 697,515</u>	<u>\$ 692,688</u>	<u>\$ 651,407</u>
Line of Credit	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Ending- Projected	<u>\$ 697,515</u>	<u>\$ 692,688</u>	<u>\$ 651,407</u>	<u>\$ 610,125</u>

Days Cash on Hand
93

NOTES TO THE FINANCIAL STATEMENTS

NOVEMBER 2024

- The financial 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	005 810 000 330	Water & Sewer		\$241.40
PO#:		Voucher #:	13749	Invoice	Invoice No: DT110124	11/1/2024	Paid Amt: \$241.40
PO#:		Voucher #:	13750	Invoice	Invoice No: DT110124	11/1/2024	Paid Amt: \$108.58
							Check Amount: \$349.98
4137	SHBC	1001			PERA		Wire
			B 01	215 007	PERA		\$3,517.43
PO#:		Voucher #:	13699	Invoice	Invoice No: S2025080	11/5/2024	Paid Amt: \$3,517.43
							Check Amount: \$3,517.43
4137	SHBC	1002			TRA		Wire
			B 01	215 006	TRA		\$5,349.03
PO#:		Voucher #:	13700	Invoice	Invoice No: S2025080	11/5/2024	Paid Amt: \$5,349.03
							Check Amount: \$5,349.03
4137	SHBC	1566			IRS		Wire
			B 01	215 002	Federal Tax		\$11,006.22
PO#:		Voucher #:	13701	Invoice	Invoice No: S2025080	11/5/2024	Paid Amt: \$11,006.22
							Check Amount: \$11,006.22
4137	SHBC	1616			MedSurety		Wire
			E 01	005 110 000 305	HSA		\$30.00
PO#:		Voucher #:	13751	Invoice	Invoice No: 36481	11/5/2024	Paid Amt: \$30.00
							Check Amount: \$30.00
4137	SHBC	1567			MN Dept. Revenue		Wire
			B 01	215 003	State Tax		\$1,725.81
PO#:		Voucher #:	13698	Invoice	Invoice No: S2025080	11/7/2024	Paid Amt: \$1,725.81
							Check Amount: \$1,725.81
4137	SHBC	1616			MedSurety		Wire
			B 01	215 016	Payroll Deductions-Vision		\$615.01
PO#:		Voucher #:	13697	Invoice	Invoice No: S2025080	11/7/2024	Paid Amt: \$615.01
							Check Amount: \$615.01
4137	SHBC	1052			Centerpoint Energy		Wire
			E 01	005 810 000 330	Gas Charges		\$80.72
PO#:		Voucher #:	13753	Invoice	Invoice No: DT110824	11/8/2024	Paid Amt: \$80.72
							Check Amount: \$80.72
4137	SHBC	1052			Centerpoint Energy		Wire
			E 01	005 810 000 330	Gas Charges		\$19.50
PO#:		Voucher #:	13752	Invoice	Invoice No: DT110824	11/8/2024	Paid Amt: \$19.50
							Check Amount: \$19.50

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	1050	E 01	005 850 000 348 570	SRCS Building Co Lease - Nov 2024	11/15/2024	Wire
		PO#: 13755	Invoice	DT11/1524			Paid Amt: \$16,531.67 Check Amount: \$16,531.67
4137	SHBC	1054	E 01	005 810 000 000 330	Xcel Energy Electric Charges	11/15/2024	Wire
		PO#: 13754	Invoice	DT111424			Paid Amt: \$2,016.93 Check Amount: \$2,016.93
4137	SHBC	1001	B 01	215 007	PERA	11/20/2024	Wire
		PO#: 13739	Invoice	S2025090			Paid Amt: \$3,809.41 Check Amount: \$3,809.41
4137	SHBC	1002	B 01	215 006	TRA	11/20/2024	Wire
		PO#: 13740	Invoice	S2025090			Paid Amt: \$5,349.03 Check Amount: \$5,349.03
4137	SHBC	1566	B 01	215 002	IRS	11/20/2024	Wire
		PO#: 13741	Invoice	S2025090	Federal Tax		Paid Amt: \$11,486.09 Check Amount: \$11,486.09
4137	SHBC	1567	B 01	215 003	MN Dept. Revenue	11/21/2024	Wire
		PO#: 13738	Invoice	S2025090	State Tax		Paid Amt: \$1,832.25 Check Amount: \$1,832.25
4137	SHBC	1639	E 01	005 110 000 000 305	TSYS	11/4/2024	Wire
		PO#: 13756	Invoice	DT110424	Payment Processing Fees -Nov 2024		Paid Amt: \$207.09 Check Amount: \$207.09
4137	SHBC	1530	E 01	005 110 000 000 305	Sherburne State Bank	11/29/2024	Wire
		PO#: 13757	Invoice	DT112924	Service Fee		Paid Amt: \$35.00 Check Amount: \$35.00
4137	SHBC	1616	B 01	215 016	MedSurety	11/21/2024	Wire
		PO#: 13737	Invoice	S2025090	Payroll Deductions- Vision		Paid Amt: \$525.01 Check Amount: \$525.01
4137	SHBC	1184	E 01	005 110 000 000 305	US Bank - Credit Card		Wire
					Office Services		\$248.43

Swan River Montessori # 4137
Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	1184			US Bank - Credit Card		Wire
		E 01	005	110	000 000 320	Communications	\$479.89
		E 01	005	110	000 000 329	Postatge	\$2.36
		E 01	005	110	000 000 401	Office Supplies	\$358.10
		E 01	010	203	000 000 455	School Projector	\$119.89
		E 01	010	420	000 419 401	SpEd Supplies	\$71.83
		E 01	005	720	000 000 401	Nursing Supplies	\$42.37
		E 01	005	810	000 000 401	Facility Supplies	\$175.17
		E 01	010	203	000 000 401	Classroom Supplies	\$585.88
		E 01	010	203	000 000 220	Benefits	\$472.89
		E 01	010	640	000 000 366	PD-CPR	\$1,500.00
		E 02	005	770	000 701 490	Food	\$93.80
		E 01	005	110	000 000 305	Timing Error	(\$26.83)
PO#:		Voucher #:	13763	Invoice	Invoice No: DT111224	11/12/2024	Paid Amt: \$4,123.78 Check Amount: \$4,123.78
4137	SHBC	1616			MedSurety		Wire
		B 01	215	016	Adjustment To Match Bank		\$50.00
PO#:		Voucher #:	13764	Invoice	Invoice No: DT112124	11/30/2024	Paid Amt: \$50.00 Check Amount: \$50.00
4137	SHBC	18372	1204		Adam's Pest Control, Inc.		Check
		E 01	005	810	000 000 305	Prevention Plus	\$85.00
PO#:		Voucher #:	13706	Invoice	Invoice No: 4006743	11/15/2024	Paid Amt: \$85.00 Check Amount: \$85.00
4137	SHBC	18373	1682		Advantage Building Maintenance		Check
		E 01	005	810	000 000 305	Lawn Service Nov 3 2024	\$150.00
PO#:		Voucher #:	13710	Invoice	Invoice No: 1265	11/15/2024	Paid Amt: \$150.00
		E 01	005	810	000 000 305	Lawn Service Oct 2024	\$150.00
PO#:		Voucher #:	13708	Invoice	Invoice No: 1263	11/15/2024	Paid Amt: \$150.00
		E 01	005	810	000 000 305	Lawn Service- Oct 12 2024	\$150.00
PO#:		Voucher #:	13709	Invoice	Invoice No: 1262	11/15/2024	Paid Amt: \$150.00 Check Amount: \$450.00
4137	SHBC	18374	1614		Amy Savage		Check
		E 01	010	203	000 000 401	Reimbursement- Classroom Supplies	\$319.11
PO#:		Voucher #:	13711	Invoice	Invoice No: DT111124	11/15/2024	Paid Amt: \$319.11 Check Amount: \$319.11

Swan River Montessori # 4137 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
4137	SHBC	18375	1679		Angie Paquette		Check	
			E 01	010 640 000 000 366	Reimbursement- PELSB			\$90.25
		PO#: 13712	Invoice	DT110624		11/15/2024	Paid Amt:	\$90.25
							Check Amount:	\$90.25
4137	SHBC	18376	1222		Blue Cross/Blue Shield of MN		Check	
			B 01	215 015	Vision- Oct 2024			\$39.58
		PO#: 13713	Invoice	241101195485		11/15/2024	Paid Amt:	\$39.58
							Check Amount:	\$39.58
4137	SHBC	18377	1045		CMERDC		Check	
			E 01	005 110 000 000 465	Copier Base Rate/Usage			\$268.40
		PO#: 13715	Invoice	198893		11/15/2024	Paid Amt:	\$268.40
							Check Amount:	\$268.40
4137	SHBC	18378	1612		Colonial Life		Check	
			B 01	215 005	Supplemental Benefits - Oct 2024			\$101.10
		PO#: 13716	Invoice	5714381-1001799		11/15/2024	Paid Amt:	\$101.10
							Check Amount:	\$101.10
4137	SHBC	18379	1581		Countryside Delivery		Check	
			E 02	005 770 000 701 495	Milk Delivery -Oct 2024			\$1,296.50
		PO#: 13714	Invoice	DT10012024		11/15/2024	Paid Amt:	\$1,296.50
							Check Amount:	\$1,296.50
4137	SHBC	18380	1692		David Gleason		Check	
			E 01	005 810 000 000 401	Facility Services			\$463.01
		PO#: 13717	Invoice	SR01		11/15/2024	Paid Amt:	\$463.01
							Check Amount:	\$463.01
4137	SHBC	18381	1482		Designs for Learning INC		Check	
			E 01	005 110 000 000 305	HR Services August 2024			\$446.25
		PO#: 13718	Invoice	25-0193		11/15/2024	Paid Amt:	\$446.25
							Check Amount:	\$446.25
4137	SHBC	18382	1636		EdFinMN		Check	
			E 01	005 110 000 000 305	Accounting/Consulting Fees -Nov 2024			\$4,500.00
		PO#: 13721	Invoice	2157		11/15/2024	Paid Amt:	\$4,500.00
							Check Amount:	\$4,500.00
4137	SHBC	18383	1369		EMC Insurance Companies		Check	
			E 01	005 940 000 000 340	Property insurance			\$2,398.35
			E 01	005 110 000 000 305	Invoice Fee			\$5.00
		PO#: 13719	Invoice	7002160770		11/15/2024	Paid Amt:	\$2,398.35
							Check Amount:	\$2,398.35

Swan River Montessori # 4137 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	18384	1662		Esterbrooks Certified Public Accountants, Ltd		Check
			E 01	005 110 000 000 305	Audit Services		
		PO#:	Voucher #:	13720	Invoice No: 138773	11/15/2024	Paid Amt: \$2,120.00 Check Amount: \$2,120.00
4137	SHBC	18385	1245		Innovative Office Solutions		Check
			E 01	005 110 000 000 401	Copy Paper		
		PO#:	Voucher #:	13722	Invoice No: IN4677983	11/15/2024	Paid Amt: \$390.18 Check Amount: \$390.18
4137	SHBC	18386	1670		Kevin Maroney		Check
			E 01	005 110 000 000 305	Handyman Services		
		PO#:	Voucher #:	13723	Invoice No: 0102	11/15/2024	Paid Amt: \$350.00 Check Amount: \$350.00
4137	SHBC	18387	1549		Loffler Companies, INC		Check
			E 01	005 108 000 000 305	Computer service Nov 2024		
		PO#:	Voucher #:	13724	Invoice No: 4852503	11/15/2024	Paid Amt: \$149.50 Check Amount: \$149.50
4137	SHBC	18388	1618		MN PEIP		Check
			B 01	215 015	Health Insurance - Dec 2024		
		PO#:	Voucher #:	13727	Invoice No: 1450579	11/15/2024	Paid Amt: \$6,670.40 Check Amount: \$6,670.40
4137	SHBC	18389	1690		Perfection Plus, Inc		Check
			E 01	005 810 000 000 305	Janitorial Service		
		PO#:	Voucher #:	13725	Invoice No: 315661	11/15/2024	Paid Amt: \$4,200.00 Check Amount: \$4,200.00
4137	SHBC	18390	1258		Premier Kitchen, Inc.		Check
			E 02	005 770 000 705 490	Breakfast 10/16/24-10/31		
			E 02	005 770 000 701 490	Lunch 10/16/24-10/31		
			E 02	005 770 000 701 401	Trays		
			E 02	005 770 000 701 491	Commodity Credit 10/16/24-10/31`		
		PO#:	Voucher #:	13726	Invoice No: 38663	11/15/2024	Paid Amt: \$1,932.50 \$3,212.96 \$130.00 (\$500.00) Check Amount: \$4,775.46
4137	SHBC	18391	1585		Scholastic INC		Check
			E 01	010 203 000 000 430	Elem Ed Instructional		
		PO#:	Voucher #:	13731	Invoice No: M7562541 8	11/15/2024	Paid Amt: \$233.75 Check Amount: \$233.75
			E 01	010 203 000 000 430	Elem Ed Instructional		
		PO#:	Voucher #:	13732	Invoice No: M7550577 6	11/15/2024	Paid Amt: \$539.00 Check Amount: \$539.00
			E 01	010 203 000 000 430	Elem Ed Instructional		
		PO#:	Voucher #:	13732	Invoice No: M7550577 6	11/15/2024	Paid Amt: \$539.00 Check Amount: \$539.00

Swan River Montessori # 4137 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	18392	1367	E 01	010 203 000 000 401	Classroom Supplies	Check
		Voucher #:	13733	Invoice	Invoice No: DT102424	11/15/2024	Paid Amt: \$754.39
							Check Amount: \$754.39
4137	SHBC	18393	1087	E 01	010 401 000 740 394	Speech Specialist-10/01/24-10/31/24 Turner 10:	Check
		Voucher #:	13730	Invoice	Invoice No: 11012460477	11/15/2024	Paid Amt: \$9,724.00
		Voucher #:	13729	Invoice	Invoice No: 103124212690	11/15/2024	Paid Amt: \$44.85
		Voucher #:	13728	Invoice	Invoice No: 11012460474	11/15/2024	Paid Amt: \$12,056.00
							Check Amount: \$21,824.85
4137	SHBC	18394	1466	E 01	005 105 000 000 305	Background Checks	Check
		Voucher #:	13734	Invoice	Invoice No: 158420	11/15/2024	Paid Amt: \$92.40
							Check Amount: \$92.40
4137	SHBC	18395	1067	E 01	005 810 000 000 330	Alarm monitoring	Check
		Voucher #:	13736	Invoice	Invoice No: DT102924	11/15/2024	Paid Amt: \$27.95
							Check Amount: \$27.95
4137	SHBC	18396	1275	E 01	005 810 000 000 330	Garbage/Recycling-Oct 2024	Check
		Voucher #:	13735	Invoice	Invoice No: 7326712-1767-5	11/15/2024	Paid Amt: \$110.40
							Check Amount: \$110.40
4137	SHBC	18397	1689	E 01	005 810 000 000 305	Snow Removal- Dec 2024	Check
		Voucher #:	13742	Invoice	Invoice No: 121012024	11/22/2024	Paid Amt: \$1,000.00
							Check Amount: \$1,000.00
4137	SHBC	18398	1245	E 01	005 810 000 000 401	Facility Supplies	Check
		Voucher #:	13743	Invoice	Invoice No: IN4696053	11/22/2024	Paid Amt: \$313.94
							Check Amount: \$313.94
4137	SHBC	18399	1672	E 01	005 810 000 000 305	Facility Services	Check
		Voucher #:	13744	Invoice	Invoice No: 59957761	11/22/2024	Paid Amt: \$210.00
							Check Amount: \$210.00

Swan River Montessori # 4137 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
4137	SHBC	18400	1691		Anita Campbell		Check
			E 01	010 420 000 740 394	Vision Service 10/07/24-10/29/24 4.5h @ \$100		\$450.00
		PO#:	Voucher #:	13707	Invoice	Invoice No:	SCH-0001
						11/25/2024	Paid Amt: \$450.00
							Check Amount: \$450.00
							Report Total: \$123,329.73

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, November 19, 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 @ 2:33 pm

II. ROLL CALL

- a. Board Members Present: Jan Evink, Rick Freese, Clare Belknap, Amy Savage (left meeting @ 3:30 pm), Amy Jensen, Julie Halvorson, Nicole Perez (left meeting @ 4:15 pm)
- b. Board Members Absent: none
- c. Other Attendees: School Director Annette Vemuri, Mike Pederson of Esterbrooks CPA, Bridget Peterson of EdFin CPA
- d. Recording Minutes : Amy Jensen

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 Halvorson, Seconded by Belknap.
Board Vote- All “aye”, Motion carries

V. DECLARATION OF CONFLICTS- none

VI. FINANCIAL REPORT

- a. October Financial Report –Motion to approve October financials made by Jensen, Seconded by Freese.
Board Vote- All “aye” Motion carries

- a. FY25 Enrollment Numbers as of 11.19.24
 - i. Charter School (K-6) = 163
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 163/163

- b. Review of Bills- reviewed
- c. Donations- Thrivent – no donations to approve

VII. CONSENT AGENDA - Motion to approve consent agenda moving item a) to old business made by Perez, Seconded by Belknap . Board Vote- all aye, motion carries

- a. Director Job Description- moved to old business for further discussion
- b. October Minutes

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- Annette is working with Bridget (EdFin CPA) to plan out what we need to plan for building maintenance over the next 3 years.

XII. OLD BUSINESS-

- a. Director Job Description- Motion to approve job description with reverting terms of employment paragraph to original made by Freese, Seconded by Belknap. Board Vote- all aye, motion carries

XIII. NEW BUSINESS

- a. Annual Financial Audit – presented by Mike Pederson, Esterbrooks- unmodified opinion, clean audit, no instances of noncompliance. Motion to approve annual financial audit made by Jensen, Seconded by Savage. Board Vote- all aye, motion carries
- b. 2023-2024 WBWF & Annual Report – presented by Annette Vemuri, Director. Motion to approve WBWF/Annual Report made by Jensen, Seconded by Halvorson. Board Vote- all aye, motion carries
- c. Director Evaluation - board discussed how they want to carry out the evaluation based on the changes made to the director job description and what information the board needs to gather in order to get an overall picture of the school. Discussed the board chair sending out the job satisfaction survey to staff in December.

XIV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – **Tuesday December 17, 2024 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

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

XV. MOTION TO ADJOURN made by EVINK at 4:34 PM, Seconded by JENSEN . Board Vote- all in favor ‘ aye’ , motion carries

Swan River Montessori Charter School

Adopted: 11.19.11

Reviewed: 11.17.20

USE AND RENTAL OF SCHOOL FACILITIES

I. PURPOSE

SRMCS Board of Directors recognizes that school and community groups may request the use of the school facility and grounds. Although the space that we have accessibility to after school hours is limited by our agreement with the City of Monticello, we strive to comply with the Equal Access Act.

II. GENERAL STATEMENT OF POLICY

- A. Due to its agreement with the City of Monticello, SRMCS does not have the right to contract with groups to use the Gathering Space or Common area after school hours or during the summer months between school years.
- B. Typically, SRMCS does not rent or allow the use of its facility by outside groups. In limited circumstances, however, SRMCS may agree to contract with groups to use the facility for school related or community purposes.
- C. The SRMCS School Board of Directors shall set the following criteria for such use and shall determine the cost, if any that will be charged for use:

Users of school facilities may be required to provide evidence of liability insurance coverage.

Users are responsible for general clean up after use (i.e. wiping down tables, cleaning up spills, re-stacking chairs, moving furniture back, etc.) The facility is to be returned to its original condition.

The cost of any extra staffing required will be paid by the user.

SRMCS equipment and materials may only be used if arrangements have been made with the Director.

Swan River Montessori Charter School

Adopted: 2.17.11

Revised: 11.28.18

CASELOAD POLICY FOR SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to develop a caseload policy pertaining to pupils who receive direct special education services.

II. GENERAL STATEMENT OF POLICY

A. SRMCS will ensure that special education caseloads allow special education service providers necessary time to meet due process requirements. These requirements include:

1. Timely implementation of Individualized Education Plan (IEPs)
2. Timely completion of the evaluation/re-evaluation process
3. Timely provision of notices
4. Preparation of timely progress reports that informs parents of progress toward annual IEP goals
5. Regular communication with general education teachers related to student goals and modifications to be made in the general curriculum
6. Sufficient time for IEP managers to coordinate the direct and indirect services set forth in students' IEPs

B. Annually, the Director, the Special Education Coordinator and/or the Special Education Director will meet to determine a reasonable workload for Special Education teachers. They may use the tools provided in the *MDE Workload Considerations for Effective Special Education Manual* or other comparable tools to assist in determining reasonable teacher workload.

Swan River Montessori Charter School

Adopted: 8.29.05

Reviewed: 11.17.20

BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Swan River Montessori Charter Montessori School (SRMCS) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of SRMCS and the rights and welfare of its students and is within the control of the SRMCS in its normal operations, it is SRMCS's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist SRMCS in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on SRMCS property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of SRMCS or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with SRMCS's policies and procedures. SRMCS may take into account the following factors:
1. The developmental and maturity levels of the parties involved;
 2. The level(s) of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from SRMCS property and events and/or termination of services and/or contracts.

- G. SRMCS will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of SRMCS who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
1. Harming a student or a group of students;
 2. Damaging a student's or a group of students' property;
 3. Placing a student or a group of students in reasonable fear of harm to person or property;

4. Creating a hostile educational environment for a student or group of students;
 5. Intimidating a student or group of students.
- B. “Immediately” means as soon as possible but is no longer than 24 hours.
- C. “On SRMCS property or at school-related functions” means all SRMCS buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for SRMCS purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. SRMCS property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, SRMCS does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying, or any person with knowledge or belief of conduct that may constitute bullying, shall report the alleged acts immediately to an appropriate official SRMCS designated by this policy. A student may report bullying anonymously. However, SRMCS’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. SRMCS encourages the reporting party or complainant to provide a written statement detailing the alleged acts, but oral reports shall be considered complaints as well.
- C. The Director is the person responsible for receiving reports of bullying. Any person may report bullying directly to the Director.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Director immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.

- G. SRMCS will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with SRMCS' obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, SRMCS shall undertake or authorize an investigation by SRMCS officials or a third party designated by SRMCS.
- B. SRMCS may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, SRMCS will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. SRMCS action taken for violation of this policy will be consistent with applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act and SRMCS policies and regulations.
- D. SRMCS is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of SRMCS. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

SRMCS will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of SRMCS who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. SRMCS annually will provide information and any applicable training to SRMCS staff regarding this policy.

- B. SRMCS may provide education and information to students regarding bullying, including information regarding this SRMCS policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of SRMCS may implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. DISSEMINATION OF POLICY

This policy will be made available to all SRMCS students, parents/guardians, employees, and the general public via the school's web site. Hard copies are also available in the school's main office upon request.

Swan River Montessori Charter School

Adopted: 9.22.10

Reviewed: 1.16.24

Mid-Year Student Enrollment

GENERAL STATEMENT OF POLICY

The SRMCS Board of Directors recognizes enrollment openings will occasionally occur during the school year. Based on foundational Montessori theory, SRMCS believes that every student should be provided a “normalization period.” A normalization period is a critical window of time allowing each child to seek and discover an appreciation of order, work, concentration, independence, self-discipline, and, ultimately, a profound love for learning. This experience is of utmost importance to a child’s development. To not experience the normalization period may greatly hinder the child’s ability to integrate him- or herself to the Montessori environment and with his or her peers. It is because of this that post mid-year enrollment must be given significant consideration.

Therefore, openings that occur mid-year should be filled or not filled as follows and/or at the discretion of the School Director:

1. No E-2 (4th-6th grade) openings will be filled after April 1st.
2. No E-1 (1st-3rd grade) openings will be filled after April 1st.
3. No Children’s House (preschool-kindergarten) openings will be filled after April 1st.

Swan River Montessori Charter School

Adopted: 9.19.03

Revised: 11.17.20

**EXTENDED CARE ENROLLMENT
FOR CHILDREN OF SRMCS STAFF MEMBERS**

PURPOSE

The Board of Directors recognizes the dedication of its staff and the willingness to work hours beyond what is contracted each year. Therefore, SRMCS will provide child care via the Extended Care Program free of charge to any staff member who is working on behalf of Swan River, on or off site, at any time during the school year.

Some exceptions are listed below.

GENERAL STATEMENT OF POLICY

Extended Care Policy

- A. Any child of a SRMCS staff member may be enrolled in the Before and/or After School Extended Care Program free of charge if:
 1. the staff member is working on site for SRMCS or
 2. the staff member is working off site on behalf of SRMCS (seminars, workshops, conferences, etc.).
 3. Staff members will be charged the standard Extended Care rates if they need child care for any reason(s) beyond working directly for SRMCS i.e. any personal or non-school related reasons.
 4. Any enrollment that is free of charge for staff children must be approved by the School Director prior to the enrollment date. There may not be unannounced drop-ins. No exceptions.
 5. All staff children utilizing the Extended Care Program must abide by the same rules and regulations as all other enrolled students as outlined in the Parent Handbook. All staff children will be under the supervision of the Extended Care staff and must follow direction from the supervising staff at all times.
 6. If Extended Care usage by any staff member or child is called into question, the Director shall be notified and will address those questions and/or concerns at that time.
 7. The School Director retains the right to deny free care at any time for any reason.