

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Monday, June 16, 2025 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 in 503 Kitchen at Swan River Montessori Charter School 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-

V. DECLARATION OF CONFLICTS- none

VI. Swearing in of newly appointed board members

VII. FINANCIAL REPORT

May Financial Report –

Motion to approve May financials made by , Seconded by . Board Vote-

- a. FY25 Enrollment Numbers as of 6.16.25
 - i. Charter School (K-6) = 167
 - ii. Children's House (EC) = 14
 - iii. Pupil Unit Actual/Budget = 167/163
- b. Review of Bills-
- c. Donations-

VIII. CONSENT AGENDA - Motion to approve consent agenda made by, Seconded by. Board Vote-

a.____May Minutes

IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL-
a. EE Report for FY25

X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –

XI. DIRECTOR GOALS-

XII. STRATEGIC PLANNING & GOAL SETTING-

XIII. OLD BUSINESS

a. Crisis Management Policy

XIV. NEW BUSINESS

- a. Letter of Employment for School Director
- b. Set board committees and lead members
- c. Set Dates/Times for Upcoming Fiscal Year Board Meetings
- d. Review Lunch Prices
- e. Reading Well By 3rd Grade Plan
- f. Building Board Appointments
- g. List of Professional Development for Staff

XV. REVIEW OF NEXT MEETING AGENDA

a. Date, Time & Location of next Board Meeting – To be determined at meeting

Upcoming Agenda Items- FY26

Old Business

New Business

Annual Designations: Depository, Electronic Funds Transfer, and Communication

Pledge of Allegiance Policy

eLearning Policy & Plan

Wellness Policy

Meal Charge Policy

OW Contract/Contracted Goals Review

Employee and/or Parent Handbook Review

Establish Board Committees

Annual Board Training Update

List of Professional Development for Staff

Board Resolution for IOWA - Sign

Wellness Committee Mtg.

World's Best Workforce Plan & Committee Mtg.

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

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Tuesday, May 20, 2025 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 in 503 Kitchen at Swan River Montessori Charter School by Jana Evink @2:35 pm

II. ROLL CALL

- a. Board Members Present: Claire Belknap, Amy Savage, Amy Jensen, Jana Evink, Rick Freese, Julie Halvorson
- b. Board Members Absent: Nicole Perez
- c. Other Attendees: Annette Vemuri (School Director), Bridget Peterson (Edfin accountant)
- d. Recording Minutes: Amy Jensen

III. REVIEW OF SRMCS MISSION AND VISION STATEMENTS

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

V. DECLARATION OF CONFLICTS- none

VI. FINANCIAL REPORT

April Financial Report –

- 83% Percent of the fiscal year completed
- 81% YTD revenue as a percent of budget based on the working budget.
- 78% YTD expenses as a percent of budget based on the working budget.
- \$750,893 Projected year end fund balance
- 28% Projected ending fund balance as a % of expense budget

SRMCS is in good financial standing.

Motion to approve April financials made by AJ, Seconded by RF. Board Vote- All "aye" Motion carries

- a. FY25 Enrollment Numbers as of 5.16.25
 - i. Charter School (K-6) = 167
 - ii. Children's House (EC) = 14

iii. Pupil Unit Actual/Budget = 167/163

- b. Review of Bills- reviewed, no questions from board
- c. Donations- none

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

a. ____April Minutes

VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL- board reviewed the latest progress towards EE goals as shared via Google Drive by the EE teacher. Board also discussed making sure we review progress 4 times a year.

IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –

See attached report

X. DIRECTOR GOALS- AV intends to do training on the JMC data input system to make sure our school data (attendance in particular) is done accurately. She will also be revamping the criteria for evaluating teachers (done annually) based on new state/OW requirements.

XI. STRATEGIC PLANNING & GOAL SETTING-

XII. OLD BUSINESS-

XIII. NEW BUSINESS

- a. Approve FY 26 Budget - Motion to approve FY26 Budget with revisions made to Special Education (Contracted Services and Payments to Other Agencies) made by AJ , Seconded by CB . Board Vote- all aye, motion carries
- b. Approve accountant- Motion to approve EdFin as the accounting services for SMRCS made by AS, Seconded by CB . Board Vote- all aye, motion carries
- c. Board election results - Julie Halvorson and Nicole Perez were the winners for the 2 teacher seats. Swearing in as new members will take place at the June meeting.
- d. Compensation for Substitute Teachers & Support Staff Policy- reviewed, no revisions needed to SRMCS policy
- e. Review Salary Survey conducted by MACS
- f. Review visit from Osprey Wilds – Jana will report

XIV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – NOTE CHANGE TO DATE: **June 16, 2025 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

Old Business

Crisis Management Policy- tabled from April meeting

New Business

Letter of Employment for School Director

Swearing in of newly appointed board members

Set board committees and lead members

Set Dates/Times for Upcoming Fiscal Year Board Meetings

Building Board Appointments

List of Professional Development for Staff

- XV. MOTION TO ADJOURN by AS at 4:21 PM, Seconded by CB. Board Vote- all in favor ‘aye’ , motion carries**

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected/appointed to guide the education of Swan River Montessori Charter School's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the director and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 4137 to the best of my judgment and ability.

Board Chair

Date

Member

Date

Swan River Montessori Charter School:

Board Member Job Description

Update and know the organization's mission and purpose:

A statement of mission and purpose should articulate the organization's goals, means, and primary constituents served. It is the board's responsibility to create and/or affirm the mission statement and to review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

Selection of the Chief Executive Officer:

Board members must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.

Support the executive and review his or her performance:

The board should ensure that the chief executive has the moral and professional support he/she needs to further goals of the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance.

Ensure effective organizational planning:

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

Manage resources effectively:

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must support the annual budget and ensuring that proper financial controls are in place. (i.e. annual audit)

Determine, monitor, and strengthen the organization's programs and services:

The board's role in this area is to determine which programs are most consistent with an organization's mission, and to monitor their effectiveness.

Enhance the organization's public standing:

An organization's primary links to the community, including constituents, the public, and the media is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

Ensure legal and ethical integrity and maintain accountability:

The board is ultimately responsible for ensuring adherence to legal standards and ethical norms, as well as to its own adopted policies and procedures. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the organization's bylaws and articles of incorporation.

Recruit and orient new board members and assess board performance:

All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.

Individual Board Member Responsibilities:

- Attend training on board governance, the board's role and responsibilities, employment policies and practices, and financial management within six months of being seated on the board.
- Attend board and committee meetings and functions, such as special events
- Review agenda and supporting materials prior to board and committee meeting
- Serve on committees, if appropriate and offer to take on special assignments
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements



Swan River Montessori Monthly Financials

MAY 2025

EdFinMN

FINANCE AND ACCOUNTING SERVICES FOR CHARTER
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

Swan River Montessori Financial Highlights

MAY 2025

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:

- \$687,336 Cash balance at end of the month
- \$281,149 State receivables which represents an initial estimate for the beginning of the accrual for the FY24 hold back
- \$9,825 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- \$163,802 Salary and benefits payables estimated. This is for summer salaries as of month-end.

Income Statement

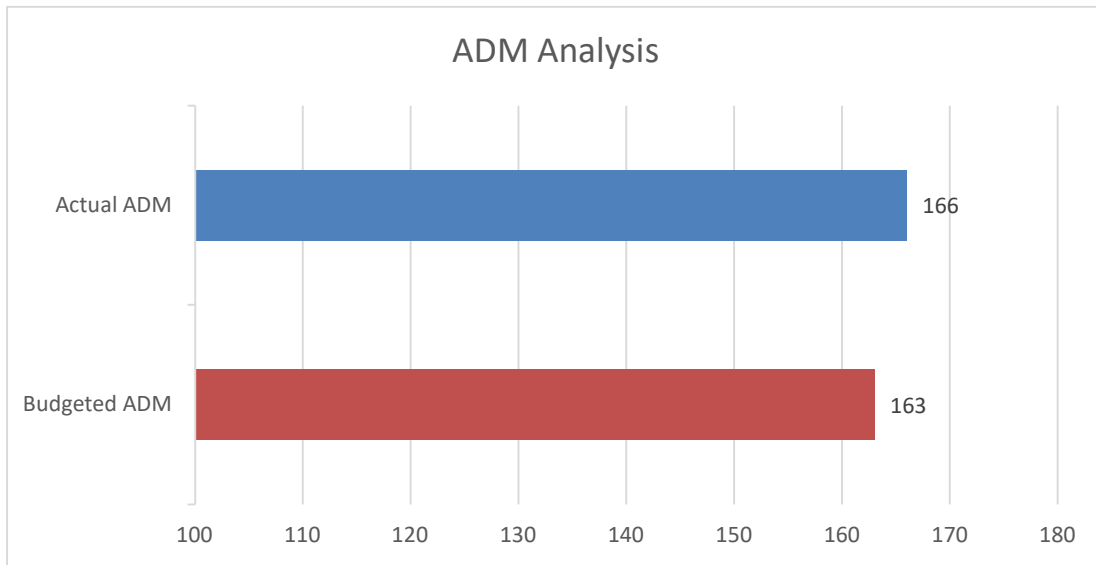
The focus of the school's income statement is to monitor the ongoing revenues and expenses of the various programs. A monthly review of the actual spent vs. budget as well as taking into consideration the percentage of the fiscal year completed is imperative. Yet, also understanding how each individual 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 166
- 92% Percent of the fiscal year completed
- 90% YTD revenue as a percent of budget based on the working budget.
- 88% YTD expenses as a percent of budget based on the working budget.
- \$750,893 Projected year end fund balance
- 28% Projected ending fund balance as a % of expense budget

Cash Flow:

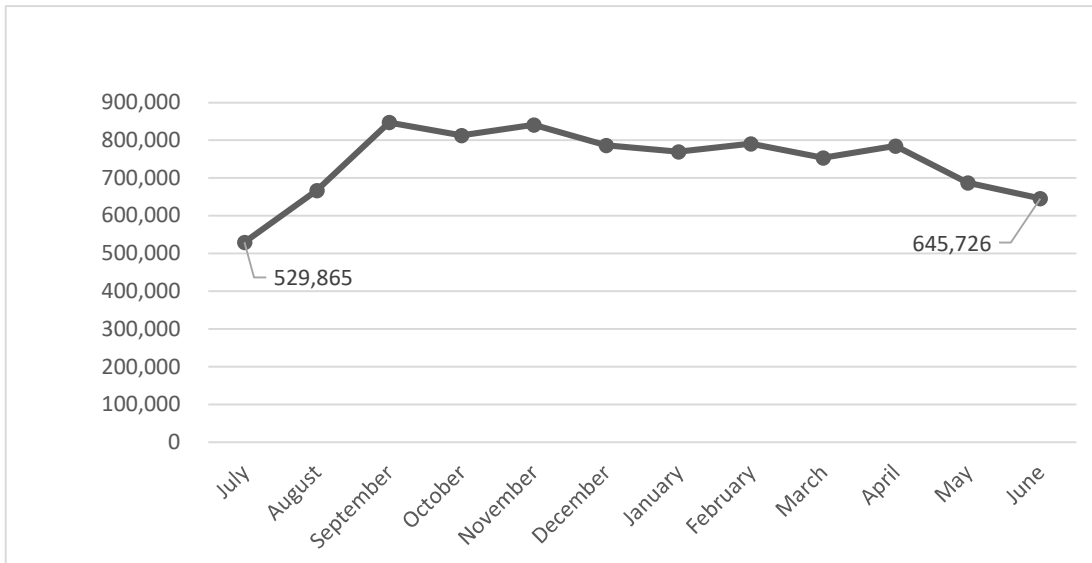
- Estimated cash balance as of June 30, 2025
\$ 645,726

Enrollment/ADM's



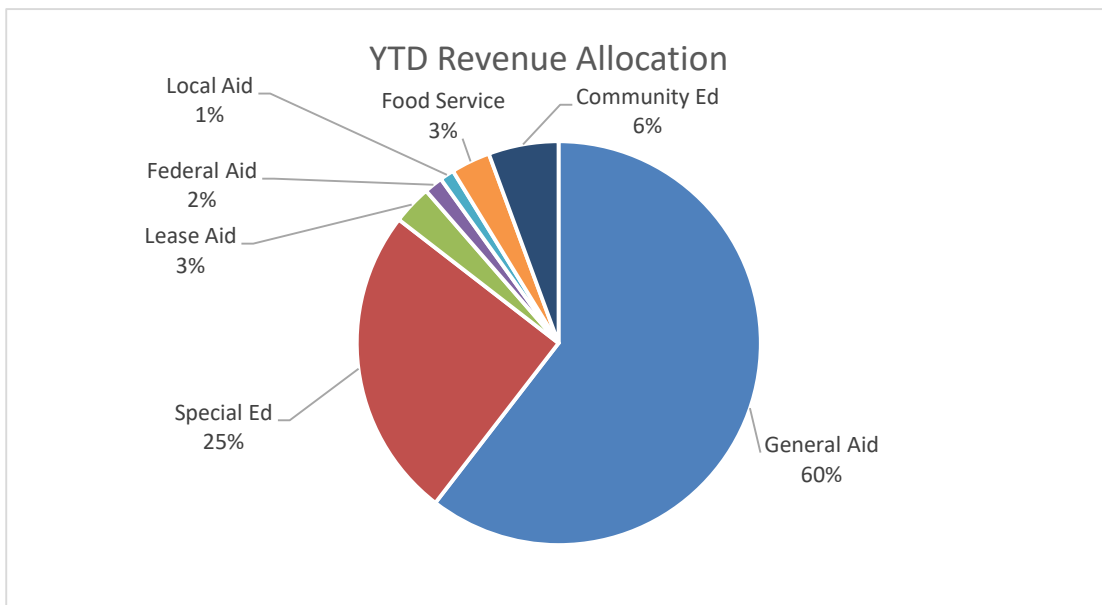
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

Cash Flow Projection



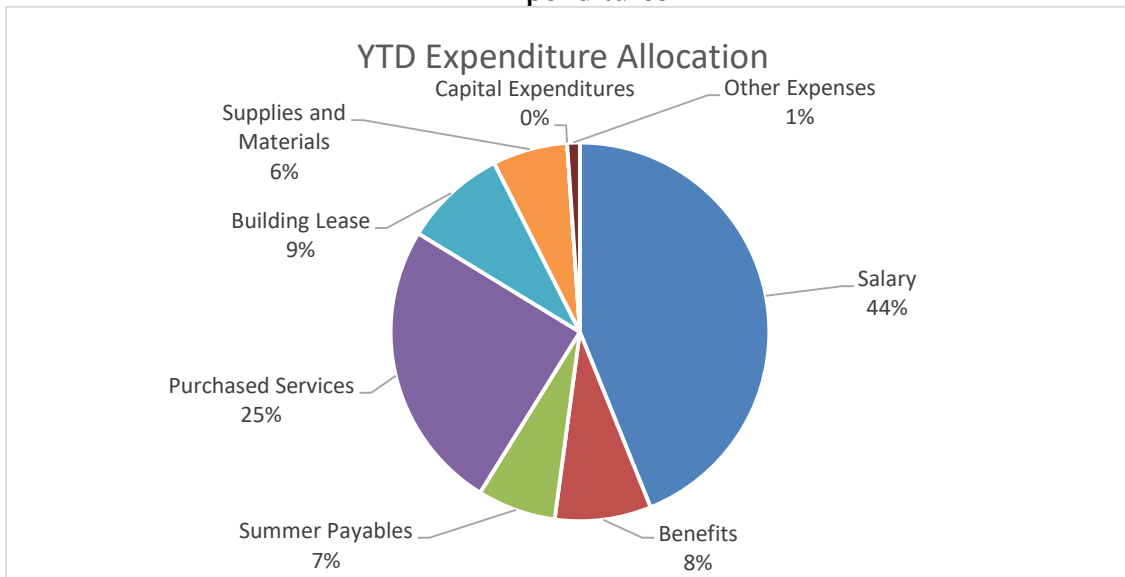
Swan River's cash balance is expected to increase slightly during fiscal 2024.

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.

NOTES TO THE FINANCIAL STATEMENTS

MAY 2025

- 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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The logo for EdFin MN, featuring the text "EdFin" in white and "MN" in red on a black background.

EdFin
MN

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Swan River Montessori Charter School
Balance Sheet
As of May 31, 2025

Assets		As of Month-End	
Cash			687,336
MDE Receivable - Current year estimate			281,149
MDE Receivable - Prior year			9,825
Total Assets	\$		978,310
Liabilities			
Salary and Benefits Payable	\$		163,802
Total Liabilities	\$		163,802
Fund Balance			
Beginning - Audited	\$		737,684
Change in Fund Balance			76,824
Ending- Projected	\$		814,508
Total Liabilities and Fund Balance	\$		978,310

Current year based on estimated, primarily for ADM numbers.

Swan River Montessori Charter School
Income Statement Summary
As of May 31, 2025

Revenue	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
State Aids	\$ 2,474,328	\$ 2,559,113	\$ 188,137	\$ 2,285,638	89.3%
Federal Aids	48,668	50,426	1,691	69,958	138.7%
Local	103,725	106,825	23,619	104,975	98.3%
Total	\$ 2,642,819	\$ 2,736,459	\$ 213,447	\$ 2,460,571	89.9%

Expense					
Salary	\$ 1,207,336	\$ 1,284,763	\$ 117,181	\$ 1,046,654	81.5%
Benefits	275,914	300,407	20,216	196,176	65.3%
Summer Payables	-	-	-	159,988	NA
Purchased Services	579,909	611,186	85,965	592,304	96.9%
Supplies and Materials	231,368	231,368	10,842	153,082	66.2%
Capital Expenditures	253,380	253,380	16,532	210,173	82.9%
Other Expenses	38,149	42,146	13	25,370	60.2%
Total	\$ 2,586,056	\$ 2,723,250	\$ 250,750	\$ 2,383,747	87.5%

Change in Fund Balance	\$ 56,763	\$ 13,209	\$ (37,304)	\$ 76,824
Beginning Fund Balance	737,684	737,684	737,684	737,684
Ending- Projected	\$ 794,447	\$ 750,893	\$ 700,380	\$ 814,508

FB as a % of Exp	31%	28%
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Fund	Beginning Fund Balance 7/1/2024 - Audited	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2025	Profit (Loss) CY
General Fund 1	699,039	2,452,234	2,458,450	692,823	(6,216)
Food Service Fund 2	3,333	158,600	158,600	3,333	-
Community Service Fund 4	35,312	125,625	106,200	54,737	19,425
	737,684	2,736,459	2,723,250	750,893	13,209

Swan River Montessori Charter School
Detail Revenue
As of May 31, 2025

92% 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	\$ 1,291,243	\$ 103,876	\$ 1,156,612	90%
Special Ed	690,063	776,706	70,760	594,407	77%
Lease Aid	214,182	214,182	-	74,504	35%
Literacy Incentive Aid	17,793	20,103	-	18,093	90.0%
Hourly Worker Unemployment	29,663	37,574	-	33,817	90.0%
School Library Aid	19,944	20,000	-	12,530	62.6%
Student Support Aid	19,304	20,000	-	6,000	30.0%
READ Act Literacy Aid	-	-	2,588	6,470	N/A
READ Act Training Aid	-	-	-	5,842	N/A
State Aid Receivables*	-	-	-	281,149	N/A
Total State Aid	\$ 2,289,194	\$ 2,379,808	\$ 177,224	\$ 2,189,423	92%
Federal Aid					
Title I	\$ 17,644	\$ 24,238	\$ 1,691	\$ 13,524	56%
Special Ed	31,024	26,188	-	21,950	84%
Total Federal Aid	\$ 48,668	\$ 50,426	\$ 1,691	\$ 35,474	70%
Local Aid and Donation					
Interest	\$ 500	\$ 6,500	\$ 574	\$ 6,509	100%
Miscellaneous	8,000	4,500	850	10,306	229.0%
Donations and Other	10,000	1,000	50	737	74%
Fees for Services	400	10,000	75	9,412	94%
Total Local and Donation	\$ 18,900	\$ 22,000	\$ 1,549	\$ 26,965	123%
Total General Fund Revenue	\$ 2,356,762	\$ 2,452,234	\$ 180,463	\$ 2,251,862	92%
Food Service Fund					
State Revenue	\$ 137,134	\$ 138,505	\$ -	\$ 40,379	29%
Federal Revenue	-	-	-	34,484	N/A
Food Sales	-	-	-	18	N/A
Transfer from General	16,098	20,095	-	-	0%
Total Food Service Revenue	\$ 153,232	\$ 158,600	\$ -	\$ 74,881	47%
Community Service Fund					
Before/After School Care	\$ 48,000	\$ 40,800	\$ 10,913	\$ 55,835	137%
Children's House Tuition	84,825	84,825	22,070	77,993	92%
Total Community Service Revenue	\$ 132,825	\$ 125,625	\$ 32,983	\$ 133,828	107%
Total Revenue- All Funds	\$ 2,642,819	\$ 2,736,459	\$ 213,447	\$ 2,460,571	90%

Swan River Montessori Charter School
Detail Expense
As of May 31, 2025

FYTD: 92%

	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
Admin and Operations					
100 Salaries	\$ 124,009	\$ 123,989	\$ 8,729	\$ 106,858	86%
200 Benefits	30,727	30,997	1,737	33,537	108%
305 Contracted Services	138,933	170,000	13,440	167,631	99%
320 Communication	6,026	6,026	-	4,449	74%
329 Postage	904	904	-	200	22%
330 Utilities	37,316	37,316	2,739	32,796	88%
340 Insurance	24,411	24,411	2,373	24,065	99%
350 Repairs & Maintenance	2,040	2,040	-	2,159	106%
366 Conferences/Professional Development	5,250	5,250	-	-	0%
401 General Supplies	24,102	24,102	2,123	23,641	98%
405 Purchased Software (405/406)	510	510	22	5,636	1105%
490 Food	460	460	-	252	55%
570 Building Lease	253,380	253,380	16,532	210,173	83%
820 Dues & Memberships	20,948	20,948	-	21,656	103%
899 Misc Expenses - Missing Support		-	-	739	0%
910 Transfers to Other Funds	16,098	20,095	-	-	0%
Total Admin and Operations	\$ 685,114	\$ 720,428	\$ 47,696	\$ 633,792	88%
Instructional Support and Services					
100 Salaries	\$ 615,585	\$ 612,741	\$ 54,084	\$ 483,135	79%
200 Benefits	152,528	153,185	10,332	97,008	63%
1XX/2XX Summer Payable	-	-	-	90,261	NA
305 Contracted Services	-	-	-	616	0%
360 Transportation - Field Trips	12,555	12,555	1,998	7,851	63%
366 Conferences/Professional Development	6,300	6,300	-	1,948	31%
369 Field Trips and Registration	-	-	11,183	13,071	0%
401 General Supplies	13,948	13,948	1,862	12,633	91%
405 Purchased Software (405/406)	-	-	-	737	0%
430 Instructional Supplies	29,756	29,756	-	2,516	8%
455 Technology Supplies	-	-	-	2,441	0%
461 Standardized Tests	2,625	2,625	-	-	0%
490 Food		-	-	(9)	0%
820 Dues & Memberships	1,103	1,103	13	2,975	270%
Total Instructional Support and Services	\$ 834,400	\$ 832,213	\$ 79,472	\$ 715,183	86%

Swan River Montessori Charter School
Detail Expense
As of May 31, 2025

FYTD: 92%

	Adopted Budget - 163ADM/ 163PU	Working Forecast - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
Special Education					
100 Salaries	\$ 361,907	\$ 436,155	\$ 45,020	\$ 374,963	86%
200 Benefits	89,672	109,039	7,710	61,928	57%
1XX/2XX Summer Payable	-	-	-	69,726	NA
305 Contracted Services	7,166	7,166	73	-	0%
366 Conferences/Professional Development	1,130	1,130	-	3,224	285%
394 Payments to Other Agencies	316,654	316,654	52,633	320,537	101%
401 General Supplies	4,599	4,599	14	1,996	43%
405 Purchased Software	1,725	1,725	-	2,375	138%
430 Instructional Supplies	-	-	-	250	0%
433 Instructional Supplies- Ind	8,671	8,671	-	-	0%
Total Special Education	\$ 791,524	\$ 885,139	\$ 105,449	\$ 835,000	94%
Title Programs					
100 Salaries	-	16,536	-	-	0%
200 Benefits	-	4,134	-	-	0%
Total Title Programs	-	20,670	-	-	0%
Total General Fund Expenditures	\$ 2,311,038	\$ 2,458,450	\$ 232,617	\$ 2,183,975	89%
Food Service Fund					
100 Salaries	\$ 6,569	\$ 12,206	\$ 1,432	\$ 11,349	93%
200 Benefits	2,987	3,052	437	3,703	121%
401 General Supplies	-	-	1,419	9,800	0%
490 Food	143,342	143,342	5,402	89,247	62%
820 Dues & Memberships	-	-	-	700	0%
Total Food Service	\$ 152,898	\$ 158,600	\$ 8,689	\$ 114,799	72%
Community Ed Fund					
100 Salaries	\$ 99,266	\$ 83,136	\$ 7,916	\$ 70,349	85%
200 Benefits	20,992	21,202	1,528	13,757	65%
394 Field Trips	232	232	-	-	0%
401 General Supplies	1,418	1,418	-	809	57%
430 Instructional Supplies	-	-	-	57	0%
820 Dues & Memberships	212	212	-	-	0%
Total Community Ed	122,120	106,200	9,444	84,973	80%
Total Expense- All Funds	\$ 2,586,056	\$ 2,723,250	\$ 250,750	\$ 2,383,747	88%

Swan River Montessori Charter School
CashFlow Summary
As of May 31, 2025

1 Months Remaining

Cash Receipts	Budget	Monthly Activity	Year to Date	June	Total	Remaining
State Aids- Current Year	\$ 2,379,808	\$ 177,224	\$ 1,908,275	\$ 168,106	\$ 2,076,381	\$ 303,427
State Aids- Prior Year	9,825	-	-	-	-	-
Federal - Current Year	50,426	1,691	-	-	-	50,426
Local	147,625	34,532	160,793	-	160,793	-
Food Service	158,600	-	74,881	79,533	154,414	4,186
Total Inflows	\$ 2,746,284	\$ 213,447	\$ 2,143,948	\$ 247,639	\$ 2,391,587	\$ 358,039
Expense						
Salary	\$ 1,284,763	\$ 117,181	\$ 1,046,654	\$ 107,064	\$ 1,153,717	\$ 131,046
Benefits	300,407	20,216	196,176	25,034	221,210	79,197
Purchased Services	611,186	85,965	592,304	18,882	611,186	-
Supplies and Materials	231,368	10,842	153,082	78,286	231,368	-
Capital Expenditures	253,380	16,532	210,173	43,207	253,380	-
Other Expenses	42,146	13	25,370	16,776	42,146	-
Accounts Payable	-	-	-	-	-	-
Total Outflows	\$ 2,723,250	\$ 250,750	\$ 2,223,759	\$ 289,249	\$ 2,513,008	\$ 210,243
Change in Cash				\$ (41,610)	\$ (121,420)	
Beginning				\$ 687,336		
Line of Credit				\$ -		
Ending- Projected				\$ 645,726		

Swan River Montessori # 4137
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3339	4137	SHBC	Original Receipt # 3304	3396	Adj	A	05/08/25	Check	1	School Deposits						
							4137	E 01 010	400 000 372	305	A Chance to grow				(72.89)	0.00
							4137	R 01 005	000 000 000	099	Original Receipt # 3304				72.89	0.00
															\$0.00	\$0.00
															\$0.00	\$0.00
3340	4137	SHBC	D0525	3397	Credit	A	05/12/25	Check	1	Misc						
							4137	R 01 005	000 000 000	211	General Education Aid				84,105.77	0.00
							4137	R 01 005	000 000 740	360	State Special Education Aid				9,012.33	0.00
															\$93,118.10	\$0.00
															\$93,118.10	\$0.00
3341	4137	SHBC	D0525	3398	Credit	A	05/13/25	Check	1	Misc						
							4137	R 01 005	000 000 401	400	Title I Revenue				1,690.82	0.00
															\$1,690.82	\$0.00
															\$1,690.82	\$0.00
3342	4137	SHBC	D0525	3399	Credit	A	05/07/25	Check	1	Misc						
							4137	R 04 005	505 000 000	040	EC Tuition				14,831.00	0.00
							4137	R 04 005	505 007 000	040	EX Care Tuition				6,489.25	0.00
							4137	R 01 005	000 000 000	050	Snacks				75.00	0.00
							4137	R 01 005	000 000 000	099	Misc Local Revenue				747.00	0.00
							4137	R 01 005	000 000 000	096	Donations				50.00	0.00
															\$22,192.25	\$0.00
															\$22,192.25	\$0.00
3343	4137	SHBC	D0525	3400	Credit	A	05/30/25	Check	1	MDE						
							4137	R 01 005	000 000 000	211	General Education Aid				19,769.80	0.00
							4137	R 01 005	000 000 740	360	State Special Education Aid				61,747.86	0.00
							4137	R 01 005	000 000 356	300	Literacy Aid				2,588.11	0.00
															\$84,105.77	\$0.00
															\$84,105.77	\$0.00

Deposit Co	Bank	Batch	Rct No	Receipt		Check No	Pmt	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
				Type	St Date									

3344	4137	SHBC	D0525	Interest Paid	3401	Credit	A	05/30/25	4137	R	01	005	000	000	092	Misc	Interest Earnings	573.68	0.00	
Receipt Total:																		\$573.68	\$0.00	
Deposit Total:																		\$573.68	\$0.00	
3345	4137	SHBC	D0525	TSY- May	3402	Credit	V	05/01/25	4137	R	04	005	505	007	000	040	Misc	EX Care Tuition	1,300.00	0.00
																		2,454.00	0.00	
																		20.00	0.00	
Receipt Total:																		\$3,774.00	\$0.00	
Deposit Total:																		\$3,774.00	\$0.00	
3346	4137	SHBC	D0525	05.22.25 School Deposit	3403	Credit	A	05/22/25	4137	R	04	005	505	000	000	040	Misc	EC Tuition	4,785.00	0.00
																		2,154.00	0.00	
Receipt Total:																		\$6,939.00	\$0.00	
Deposit Total:																		\$6,939.00	\$0.00	
3347	4137	SHBC	D0525	TSY Payment May	3404	Credit	V	05/31/25	4137	R	04	005	505	007	000	040	Misc	EX Care Tuition	130.00	0.00
Receipt Total:																		\$130.00	\$0.00	
Deposit Total:																		\$130.00	\$0.00	
3348	4137	SHBC	D0525	Original Receipt # 3404	3405	Credit	V	05/31/25	4137	R	04	005	505	007	000	040	Misc		(130.00)	0.00
Receipt Total:																		(\$130.00)	\$0.00	
Deposit Total:																		(\$130.00)	\$0.00	
3349	4137	SHBC	D0525	Original Receipt # 3402	3406	Credit	V	05/31/25	4137	R	04	005	505	000	000	040	Misc		(2,454.00)	0.00
																		(20.00)	0.00	

Swan River Montessori # 4137
Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
3349	4137	SHBC	D0525													
Original Receipt # 3402																
		3406	Credit	V	05/31/25			Check-V.1		Misc						
					4137	R	04	005	505	007	000	040			(1,300.00)	0.00
														Receipt Total:	(\$3,774.00)	\$0.00
														Deposit Total:	(\$3,774.00)	\$0.00
3350	4137	SHBC	D0525													
TSYS May																
		3407	Credit	A	05/31/25			Check	1	Misc						
					4137	R	04	005	505	000	000	040			2,454.00	0.00
					4137	R	04	005	505	007	000	040			2,270.00	0.00
					4137	R	01	005	000	000	000	099			30.00	0.00
														Receipt Total:	\$4,754.00	\$0.00
														Deposit Total:	\$4,754.00	\$0.00
														Report Total:	\$213,373.62	\$0.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	1001			PERA		Wire
			B 01 215 007	PERA		
PO#:	Voucher #:	14056	Invoice	Invoice No: S2025200	5/29/2025	Paid Amt: \$3,082.44 Check Amount: \$3,082.44
SHBC	1002			TRA		Wire
			B 01 215 006	TRA		
PO#:	Voucher #:	14057	Invoice	Invoice No: S2025200	5/29/2025	Paid Amt: \$5,372.60 Check Amount: \$5,372.60
SHBC	1566			IRS		Wire
			B 01 215 002	Federal Tax		
PO#:	Voucher #:	14058	Invoice	Invoice No: S2025200	5/29/2025	Paid Amt: \$10,235.15 Check Amount: \$10,235.15
SHBC	1616			MedSurety		Wire
			E 01 005 110 000 305	HSA Fee		
PO#:	Voucher #:	14100	Invoice	Invoice No: 41369	5/29/2025	Paid Amt: \$33.00 Check Amount: \$33.00
SHBC	1665			CASH		Wire
			E 01 005 110 000 305	Cash withdrawl for bake sale		
PO#:	Voucher #:	14099	Invoice	Invoice No: DT050125	5/29/2025	Paid Amt: \$300.00 Check Amount: \$300.00
SHBC	1052			Centerpoint Energy		Wire
			E 01 005 810 000 330	Gas Charges- 500 Maple 03/06/25-04/07/25		
PO#:	Voucher #:	14102	Invoice	Invoice No: DT050725	5/7/2025	Paid Amt: \$536.79 Check Amount: \$536.79
SHBC	1052			Centerpoint Energy		Wire
			E 01 005 810 000 330	Gas Charges- 503 Maple 03/06/25-04/07/25		
PO#:	Voucher #:	14101	Invoice	Invoice No: DT050725	5/7/2025	Paid Amt: \$155.04 Check Amount: \$155.04
SHBC	1567			MN Dept. Revenue		Wire
			B 01 215 003	State Tax		
PO#:	Voucher #:	14055	Invoice	Invoice No: S2025200	5/7/2025	Paid Amt: \$1,481.62 Check Amount: \$1,481.62
SHBC	1616			MedSurety		Wire
			B 01 215 016	Payroll Deductions-Vision		
PO#:	Voucher #:	14054	Invoice	Invoice No: S2025200	5/7/2025	Paid Amt: \$731.68 Check Amount: \$731.68

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	1369			EMC Insurance Companies		Wire
		E 01 005 940 000 000 340		Property Insurance		\$2,373.28
PO#:	Voucher #:	14103	Invoice	Invoice No: 7002506831	5/19/2025	Paid Amt: \$2,373.28 Check Amount: \$2,373.28
SHBC	1530			Sherburne State Bank		Wire
		E 01 010 203 000 000 820		Spotify Subscription		\$12.93
PO#:	Voucher #:	14104	Invoice	Invoice No: DT0519225	5/19/2025	Paid Amt: \$12.93 Check Amount: \$12.93
SHBC	1001			PERA		Wire
		B 01 215 007		PERA		\$3,882.47
PO#:	Voucher #:	14096	Invoice	Invoice No: S2025210	5/21/2025	Paid Amt: \$3,882.47 Check Amount: \$3,882.47
SHBC	1002			TRA		Wire
		B 01 215 006		TRA		\$5,372.60
PO#:	Voucher #:	14097	Invoice	Invoice No: S2025210	5/21/2025	Paid Amt: \$5,372.60 Check Amount: \$5,372.60
SHBC	1566			IRS		Wire
		B 01 215 002		Federal Tax		\$11,558.34
PO#:	Voucher #:	14098	Invoice	Invoice No: S2025210	5/21/2025	Paid Amt: \$11,558.34 Check Amount: \$11,558.34
SHBC	1567			MN Dept. Revenue		Wire
		B 01 215 003		State Tax		\$1,740.56
PO#:	Voucher #:	14095	Invoice	Invoice No: S2025210	5/21/2025	Paid Amt: \$1,740.56 Check Amount: \$1,740.56
SHBC	1616			MedSurety		Wire
		B 01 215 016		Payroll Deductions-Vision		\$831.68
PO#:	Voucher #:	14094	Invoice	Invoice No: S2025210	5/22/2025	Paid Amt: \$831.68 Check Amount: \$831.68
SHBC	1184			US Bank - Credit Card		Wire
		E 01 005 110 000 000 401		School T-shirts		\$577.85
		E 01 005 110 000 000 405		Adobe		\$21.56
		E 01 005 720 000 000 401		Health Supplies		\$17.58
		E 01 005 810 000 000 401		Facility Supplies		\$722.27
		E 01 010 203 000 000 220		MN Nice Benefits		\$440.39
		E 01 010 203 000 000 401		Classroom Supplies		\$1,774.05
		E 01 010 420 000 740 401		SpEd Supplies		\$13.98

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	1184			US Bank - Credit Card		Wire	
		E 02 005 770 000 701 401		Food Supplies		\$99.95	
PO#:	Voucher #:	14105	Invoice	Invoice No: DT051225	5/12/2025	Paid Amt:	\$3,667.63 Check Amount: \$3,667.63
SHBC	1053			City of Monticello		Wire	
		E 01 005 810 000 330		Water & Sewer 503 Maple 03/01/25-03/31/25		\$54.32	
PO#:	Voucher #:	14106	Invoice	Invoice No: DT05012025	5/1/2025	Paid Amt:	\$54.32
		E 01 005 810 000 330		Water & Sewer 500 Maple St. 03/01/25-03/30/25		\$158.28	
PO#:	Voucher #:	14107	Invoice	Invoice No: DT050125	5/1/2025	Paid Amt:	\$158.28 Check Amount: \$212.60
SHBC	1639			TSYS		Wire	
		E 01 005 110 000 000 305		Payment Processing Fees -May		\$214.62	
PO#:	Voucher #:	14114	Invoice	Invoice No: DT050225	5/2/2025	Paid Amt:	\$214.62 Check Amount: \$214.62
SHBC	1050			SRCS Building Co		Wire	
		E 01 005 850 000 348 570		Lease -May		\$16,531.67	
PO#:	Voucher #:	14115	Invoice	Invoice No: DT060525	5/14/2025	Paid Amt:	\$16,531.67 Check Amount: \$16,531.67
SHBC	1054			Xcel Energy		Wire	
		E 01 005 810 000 000 330		Electric Charges 04/06/25-05/05/25		\$1,261.02	
PO#:	Voucher #:	14118	Invoice	Invoice No: 927177840	5/7/2025	Paid Amt:	\$1,261.02 Check Amount: \$1,261.02
SHBC	1530			Sherburne State Bank		Wire	
		E 01 005 110 000 000 305		Service Fee		\$35.00	
PO#:	Voucher #:	14119	Invoice	Invoice No: DT053025	5/31/2025	Paid Amt:	\$35.00 Check Amount: \$35.00
SHBC	18517 1204			Adam's Pest Control, Inc.		Check	
		E 01 005 810 000 000 305		Prevention Plus		\$85.00	
PO#:	Voucher #:	14026	Invoice	Invoice No: 4067755	5/6/2025	Paid Amt:	\$85.00 Check Amount: \$85.00
SHBC	18518 1491			All Ways Heating & Air Conditioning, Inc.		Check	
		E 01 005 810 000 000 350		Furnace Repair		\$570.00	
PO#:	Voucher #:	14027	Invoice	Invoice No: 9412	5/6/2025	Paid Amt:	\$570.00 Check Amount: \$570.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18519	1614		Amy Savage		Check	
			E 01	010 203 000 401	Reimbursement-Classroom Supplies		\$335.54
PO#:	Voucher #:	14028	Invoice	Invoice No: DT031325	5/6/2025	Paid Amt:	\$335.54
						Check Amount:	\$335.54
SHBC	18520	1448		Ashley Blaha		Check	
			E 01	010 203 000 430	instructional supplies		\$74.63
PO#:	Voucher #:	14029	Invoice	Invoice No: DT040125	5/6/2025	Paid Amt:	\$74.63
						Check Amount:	\$74.63
SHBC	18521	1222		Blue Cross/Blue Shield of MN		Check	
			B 01	215 015	Insurance Premiums March		\$80.55
PO#:	Voucher #:	14030	Invoice	Invoice No: 250401378863	5/6/2025	Paid Amt:	\$80.55
						Check Amount:	\$80.55
SHBC	18522	1222		Blue Cross/Blue Shield of MN		Check	
			B 01	215 009	Insurance Premiums Dental		\$347.30
PO#:	Voucher #:	14014	Invoice	Invoice No: 250402397264	5/6/2025	Paid Amt:	\$347.30
						Check Amount:	\$347.30
SHBC	18523	1612		Colonial Life		Check	
			B 01	215 015	Supplemental Benefits 03/01/25, 03/16/25		\$101.10
PO#:	Voucher #:	14031	Invoice	Invoice No: 5714381-0301611	5/6/2025	Paid Amt:	\$101.10
						Check Amount:	\$101.10
SHBC	18524	1581		Countryside Delivery		Check	
			E 02	005 770 000 701 495	Milk Delivery -March		\$829.00
PO#:	Voucher #:	14032	Invoice	Invoice No: DT030125	5/6/2025	Paid Amt:	\$829.00
						Check Amount:	\$829.00
SHBC	18525	1482		Designs for Learning INC		Check	
			E 01	010 420 640 740 366	Crisis Prevention Training		\$2,286.85
PO#:	Voucher #:	14033	Invoice	Invoice No: 25-0681	5/6/2025	Paid Amt:	\$2,286.85
			E 01	010 404 000 740 394	DAPE 02/06/25- 02/25/25 6h @ \$105		\$630.00
			E 01	010 420 000 740 394	SpEd Psych S Kelley 02/02/25- 02/21/25 24h @ :		\$2,640.00
			E 01	010 420 000 740 394	SpEd Social Work K Massies 02/05/25-02/28/25		\$7,901.25
			E 01	010 710 000 373 377	GenEd Social Work		\$1,286.25
PO#:	Voucher #:	14034	Invoice	Invoice No: 20250228155	5/6/2025	Paid Amt:	\$12,457.50
						Check Amount:	\$14,744.35

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18526	1636		EdFinMN		Check	
			E 01 005 110 000 000 305	Accounting/Consulting Fees -April			\$4,500.00
PO#:	Voucher #:	14035	Invoice	Invoice No: 2383	5/6/2025	Paid Amt:	\$4,500.00
						Check Amount:	\$4,500.00
SHBC	18527	1245		Innovative Office Solutions		Check	
			E 01 005 810 000 000 401	Facility Supplies			\$363.84
PO#:	Voucher #:	14036	Invoice	Invoice No: IN4787148	5/6/2025	Paid Amt:	\$363.84
						Check Amount:	\$363.84
SHBC	18528	1696		Jamie Lundberg		Check	
			E 01 010 203 000 000 406	Reimbursement- Instructional Software			\$60.00
PO#:	Voucher #:	14037	Invoice	Invoice No: DT030625	5/6/2025	Paid Amt:	\$60.00
						Check Amount:	\$60.00
SHBC	18529	1618		MN PEIP		Check	
			B 01 215 015	Health Insurance -May			\$7,187.42
PO#:	Voucher #:	14022	Invoice	Invoice No: 1511067	5/6/2025	Paid Amt:	\$7,187.42
						Check Amount:	\$7,187.42
SHBC	18530	1699		Navigate Care Consulting		Check	
			E 01 005 720 000 000 305	GenEd Nursing Services 03/20/25			\$1,262.50
PO#:	Voucher #:	14038	Invoice	Invoice No: 7638	5/6/2025	Paid Amt:	\$1,262.50
						Check Amount:	\$1,262.50
SHBC	18531	1661		Nova Education Consultants		Check	
			E 01 010 410 000 740 394	OT Services E Boughner 03/31/25-04/04/25 33p			\$3,630.00
PO#:	Voucher #:	14039	Invoice	Invoice No: 2999	5/6/2025	Paid Amt:	\$3,630.00
						Check Amount:	\$3,630.00
SHBC	18532	1078		Osprey Wilds ELC		Check	
			E 01 010 203 000 000 369	Field Trip			\$641.00
PO#:	Voucher #:	14040	Invoice	Invoice No: 14650	5/6/2025	Paid Amt:	\$641.00
						Check Amount:	\$641.00
SHBC	18533	1690		Perfection Plus, Inc		Check	
			E 01 005 810 000 000 401	Cleaning Service-April			\$4,200.00
PO#:	Voucher #:	14041	Invoice	Invoice No: 315910	5/6/2025	Paid Amt:	\$4,200.00
			E 01 005 810 000 000 401	Facility Supplies			\$199.30
PO#:	Voucher #:	14042	Invoice	Invoice No: 315928	5/6/2025	Paid Amt:	\$199.30
						Check Amount:	\$4,399.30
SHBC	18534	1258		Premier Kitchen, Inc.		Check	
			E 02 005 770 000 701 490	Lunch 03/16/25-03/31/25			\$2,758.88

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18534	1258		Premier Kitchen, Inc.		Check
			E 02	005 770 000 705 490	Breakfast 03/16/25-03/31/25	\$1,602.50
PO#:	Voucher #:	14043	Invoice	Invoice No: 39532	5/6/2025	Paid Amt: \$4,361.38
		E 02	005 770 000 701 490	Lunch 03/01/25-03/15/25		\$3,281.76
		E 02	005 770 000 705 490	Breakfast 03/01/25-03/15/25		\$2,077.50
		E 02	005 770 000 701 401	Food Supplies		\$157.50
PO#:	Voucher #:	14044	Invoice	Invoice No: 39453	5/6/2025	Paid Amt: \$5,516.76
						Check Amount: \$9,878.14
SHBC	18535	1131		REGION V COMPUTER SERVICES		Check
			E 01	005 110 000 000 405	Quarterly Membership Fee	\$1,121.50
PO#:	Voucher #:	14045	Invoice	Invoice No: 17771	5/6/2025	Paid Amt: \$1,121.50
						Check Amount: \$1,121.50
SHBC	18536	1367		Sharon Schneider		Check
			E 01	010 203 000 000 401	Reimbursement- Classroom Supplies	\$190.88
PO#:	Voucher #:	14046	Invoice	Invoice No: DT021825	5/6/2025	Paid Amt: \$190.88
						Check Amount: \$190.88
SHBC	18537	1087		Sora Pediatric Therapy		Check
			E 01	010 410 000 740 394	OT Specialist L Snell 03/03/25-03/21/25 70.7h@	\$8,492.00
PO#:	Voucher #:	14047	Invoice	Invoice No: 040125133186	5/6/2025	Paid Amt: \$8,492.00
		E 01	010 420 000 740 366	Milease Reimbursement 44 Miles		\$29.90
PO#:	Voucher #:	14048	Invoice	Invoice No: 033125285236	5/6/2025	Paid Amt: \$29.90
		E 01	010 401 000 740 394	Speech Specialist A Turner 03/03/25-03/31/25 7		\$8,580.00
PO#:	Voucher #:	14049	Invoice	Invoice No: 040125133189	5/6/2025	Paid Amt: \$8,580.00
						Check Amount: \$17,101.90
SHBC	18538	1067		WH Security, LLC		Check
			E 01	005 810 000 000 330	Alarm monitoring	\$27.95
PO#:	Voucher #:	14050	Invoice	Invoice No: DT032725	5/6/2025	Paid Amt: \$27.95
						Check Amount: \$27.95
SHBC	18539	1275		WM Corporate Services, INC		Check
			E 01	005 810 000 000 330	Garbage/Recycling-March/April	\$1,102.37
PO#:	Voucher #:	14051	Invoice	Invoice No: 7357411-1767-6	5/6/2025	Paid Amt: \$1,102.37
						Check Amount: \$1,102.37
SHBC	18540	1070		Hoglund Transportation, Inc.		Check
			E 01	005 760 000 733 360	Transportation Field Trip	\$424.50
PO#:	Voucher #:	14061	Invoice	Invoice No: 216213	5/9/2025	Paid Amt: \$424.50
						Check Amount: \$424.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18541	1549		Loffler Companies, INC		Check
			E 01 005 110 000 000 305	Finance Charge		\$2.24
PO#:	Voucher #:	14064	Invoice	Invoice No: 4984978	5/9/2025	Paid Amt: \$2.24
		E 01 005 110 000 000 465		Computer service 01/01/25-01/31/25		\$149.50
PO#:	Voucher #:	14062	Invoice	Invoice No: 4906268	5/9/2025	Paid Amt: \$149.50
		E 01 005 110 000 000 465		Computer service 03/01/25-03/31/25		\$149.50
PO#:	Voucher #:	14063	Invoice	Invoice No: 4960535	5/9/2025	Paid Amt: \$149.50
						Check Amount: \$301.24
SHBC	18542	1104		Aqua Green Lawns, INC		Check
			E 01 005 810 000 000 305	Sprinkler Set Up		\$250.00
PO#:	Voucher #:	14065	Invoice	Invoice No: 108843	5/15/2025	Paid Amt: \$250.00
						Check Amount: \$250.00
SHBC	18543	1678		Best & Flanagan LLP-Lockbox # 170089		Check
			E 01 005 110 000 000 305	Legal Services		\$1,850.00
PO#:	Voucher #:	14068	Invoice	Invoice No: 643289	5/15/2025	Paid Amt: \$1,850.00
						Check Amount: \$1,850.00
SHBC	18544	1222		Blue Cross/Blue Shield of MN		Check
			B 01 215 015	Insurance Premiums-April		\$86.96
PO#:	Voucher #:	14066	Invoice	Invoice No: 250501097477	5/15/2025	Paid Amt: \$86.96
						Check Amount: \$86.96
SHBC	18545	1045		CMERDC		Check
			E 01 005 110 000 000 465	Copier Base Rate/Usage 04/01/25-04/30/25		\$286.16
PO#:	Voucher #:	14069	Invoice	Invoice No: 57054	5/15/2025	Paid Amt: \$286.16
		E 01 005 110 000 000 465		04/03/25-1G Memory Install		\$150.00
PO#:	Voucher #:	14070	Invoice	Invoice No: 200315	5/15/2025	Paid Amt: \$150.00
		E 01 005 110 000 000 465		Copier Base Rate/Usage-Credit		\$205.89
PO#:	Voucher #:	14071	Credit	Invoice No: 200137	5/15/2025	Paid Amt: (\$205.89)
						Check Amount: \$230.27
SHBC	18546	1612		Colonial Life		Check
			B 01 215 015	Supplemental Benefits-04/01/25, 04/16/25		\$101.10
PO#:	Voucher #:	14072	Invoice	Invoice No: 5714381-0401563	5/15/2025	Paid Amt: \$101.10
						Check Amount: \$101.10
SHBC	18547	1581		Countryside Delivery		Check
			E 02 005 770 000 701 495	Milk Delivery -April		\$1,072.00
PO#:	Voucher #:	14073	Invoice	Invoice No: DT040125	5/15/2025	Paid Amt: \$1,072.00
						Check Amount: \$1,072.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18548	1482		Designs for Learning INC		Check
			E 01 010 420 000 740 305	SpEd Director Q4		\$18,000.00
PO#:	Voucher #:	14074	Invoice	Invoice No: 25-0751	5/15/2025	Paid Amt: \$18,000.00
		E 01 010 404 000 740 394		DAPE Services 03/12/25		\$105.00
		E 01 010 420 000 740 394		SpEd Psych 7h @ \$110		\$770.00
		E 01 010 420 000 740 156		GenEd Social Work		\$2,310.00
		E 01 010 420 000 740 394		SpEd Social Work 03/01/25-03/31/25 85h @ \$1		\$8,925.00
PO#:	Voucher #:	14075	Invoice	Invoice No: 20250331155	5/15/2025	Paid Amt: \$12,110.00
						Check Amount: \$30,110.00
SHBC	18549	1636		EdFinMN		Check
		E 01 005 110 000 000 305		Accounting/Consulting Fees -May		\$4,500.00
PO#:	Voucher #:	14076	Invoice	Invoice No: 2427	5/15/2025	Paid Amt: \$4,500.00
						Check Amount: \$4,500.00
SHBC	18550	1070		Hoglund Transportation, Inc.		Check
		E 01 005 760 000 733 360		Transportation Field Trip 04/23/25-04/25/25		\$1,573.00
PO#:	Voucher #:	14077	Invoice	Invoice No: 216247	5/15/2025	Paid Amt: \$1,573.00
						Check Amount: \$1,573.00
SHBC	18551	1700		JD Outdoor Services		Check
		E 01 005 810 000 000 305		Lawn Service May		\$441.86
PO#:	Voucher #:	14078	Invoice	Invoice No: 223	5/15/2025	Paid Amt: \$441.86
						Check Amount: \$441.86
SHBC	18552	1044		Julie Halvorson		Check
		E 01 010 203 000 000 401		Reimbursement- Classroom Supplies		\$88.02
PO#:	Voucher #:	14079	Invoice	Invoice No: DT042925	5/15/2025	Paid Amt: \$88.02
						Check Amount: \$88.02
SHBC	18553	1549		Loffler Companies, INC		Check
		E 01 005 810 000 000 305		Copier -05/01/25-05/31/25		\$149.50
PO#:	Voucher #:	14080	Invoice	Invoice No: 5014554	5/15/2025	Paid Amt: \$149.50
						Check Amount: \$149.50
SHBC	18554	1699		Navigate Care Consulting		Check
		E 01 005 720 000 000 305		GenEd Nursing Service 04/10/25		\$366.50
PO#:	Voucher #:	14082	Invoice	Invoice No: 7750	5/15/2025	Paid Amt: \$366.50
						Check Amount: \$366.50
SHBC	18555	1661		Nova Education Consultants		Check
		E 01 010 410 000 740 394		OT Services 04/07/25-04/17/25 64.25H @ \$110		\$7,067.50
PO#:	Voucher #:	14083	Invoice	Invoice No: 3062	5/15/2025	Paid Amt: \$7,067.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18555	1661		Nova Education Consultants		Check
			E 01 005 110 000 000 305	Late Fee		\$544.50
	PO#:	Voucher #:	14084	Invoice	Invoice No: 2999	Paid Amt: \$544.50
SHBC			E 01 010 410 000 740 394	OT Services 04/22/25-05/02/25 59.5h @ \$110	5/15/2025	\$6,545.00
	PO#:	Voucher #:	14085	Invoice	Invoice No: 3115	Paid Amt: \$6,545.00
						Check Amount: \$14,157.00
SHBC	18556	1078		Osprey Wilds ELC		Check
			E 01 010 203 000 000 369	Student Field Trip		\$11,182.50
	PO#:	Voucher #:	14086	Invoice	Invoice No: 14684	Paid Amt: \$11,182.50
						Check Amount: \$11,182.50
SHBC	18557	1690		Perfection Plus, Inc		Check
			E 01 005 810 000 000 401	Facility Supplies		\$275.77
	PO#:	Voucher #:	14087	Invoice	Invoice No: 315974	Paid Amt: \$275.77
SHBC			E 01 005 810 000 000 305	Janitorial Service	5/15/2025	\$4,200.00
	PO#:	Voucher #:	14088	Invoice	Invoice No: 315946	Paid Amt: \$4,200.00
						Check Amount: \$4,475.77
SHBC	18558	1258		Premier Kitchen, Inc.		Check
			E 02 005 770 000 705 490	Breakfast 04/16/25-04/30		\$2,092.50
			E 02 005 770 000 701 490	Lunch 04/16/25-04/30		\$3,360.88
SHBC			E 02 005 770 000 701 401	Supplies		\$247.50
			E 02 005 770 000 701 490	Credit		(\$51.60)
SHBC			14089	Invoice	Invoice No: 39690	Paid Amt: \$5,649.28
	PO#:	Voucher #:	14089	Invoice	Invoice No: 39690	Check Amount: \$5,649.28
SHBC	18559	1698		Rebecca McMullens		Check
			E 01 005 110 000 000 305	MARSS Reporting 04/03/25-04/25/25		\$552.50
	PO#:	Voucher #:	14090	Invoice	Invoice No: 687	Paid Amt: \$552.50
						Check Amount: \$552.50
SHBC	18560	1087		Sora Pediatric Therapy		Check
			E 01 010 401 000 740 394	Speech Specialist- A Turner 04/01/25-04/30/25		\$11,220.00
	PO#:	Voucher #:	14091	Invoice	Invoice No: 050125140768	Paid Amt: \$11,220.00
						Check Amount: \$11,220.00
SHBC	18561	1067		WH Security, LLC		Check
			E 01 005 810 000 000 330	Alarm monitoring		\$27.95
	PO#:	Voucher #:	14092	Invoice	Invoice No: DT042925	Paid Amt: \$27.95
						Check Amount: \$27.95

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18562	1275		WM Corporate Services, INC		Check
			E 01 005 810 000 330	Garbage/Recycling-May		\$545.63
PO#:	Voucher #:	14093	Invoice	Invoice No: 7363293-1767-0	5/15/2025	
Paid Amt:						\$545.63
Check Amount:						\$545.63
Report Total:						\$227,612.57

Swan River Montessori Charter School

Adopted: 2005

Reviewed: ~~4.1.56.254~~

CRISIS MANAGEMENT POLICY

PURPOSE

The purpose of this Crisis Management Policy is to act as a guide for Swan River Montessori Charter School (SRMCS), building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this policy will provide guidance in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Please note that, pursuant to this policy, tailored crisis management plans have been developed in the school district and sections or procedures may be added or deleted in those crisis management plans based on needs.

GENERAL INFORMATION

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that building administrators can tailor a crisis management plan to meet specific ~~situations~~situation and needs.

As set forth in Minnesota statute, section 121A.035, each school board shall adopt a crisis management policy and it must include at least five (5) school lock-down drills, five (5) school fire drills consistent with Minnesota statutes, section 299F.30, and one school tornado drill.

Minnesota statute, section 13.37, allows security information to be classified as nonpublic data. A school crisis management policy, which contains security information, is considered nonpublic data or confidential information. Release of this information should be done at the discretion of the school/school district's governing body.

The school district administration shall present tailored crisis management plans to the school board for review and approval. ~~These building-specific crisis management plans will include general crisis procedures and crisis-specific procedures.~~ Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This policy and

Commented [1]: ???

Commented [2]: Do we have these?

Commented [3R2]: Or is this just the Crisis/Emergency Procedures starting on page 5?

the plans will be maintained and updated on an annual basis.

ELEMENTS OF THE DISTRICT CRISIS MANAGEMENT POLICY

1) General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by school administration when creating building-specific crisis management plans.

- a) Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down by a paging system. The alert will be made by announcing a lock-down. Provisions for emergency evacuation should be maintained even in the event of a lock-down. The administrators will submit lock-down procedures for the building as part of the building-specific crisis management plan.

School administration will develop, maintain, and train staff on lock-down procedures as part of the crisis management plan.

A record of lock-down drills conducted shall be maintained by school administration or designee.

- b) Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency.
- c) Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering through the paging system. School administration will develop, maintain, and train all staff on sheltering procedures as part of the building-specific crisis management plan.
- d) Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific

Commented [4]: Is this the term the school resources officers said should be used now when they gave their security presentation to staff right before the start of the school year last year? I can't remember what term they said???? Have those officers looked over our plan?

Something about Secure Mode for soft mode?

Commented [5]: Did we get this working now?

Commented [6]: Do we have a record of this?

procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions.

2) School Emergency Responders

- a) Composition. All staff members will be trained to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary.
- b) Leaders. The school director or designee serves as the leader and the principal contact for emergency response officials. In the event the primary designee is unavailable (e.g. out of the building), the SRMCS Operations Manager will serve as the alternate leader. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

PREPARATION BEFORE AN EMERGENCY

1) Communication of the Crisis Management Plan

- a) District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the District Crisis Management Policy. Employees shall receive a copy of the relevant building specific crisis management plan and periodically shall receive training on plan implementation.
- b) Students and Parents/Guardians. Students and parents/guardians shall be made aware of the school district's Crisis Management Policy. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.

2) Visitors

- a) Entrance Procedures. SRMCS shall implement procedures mandating visitor sign-in and sign-out in the school's main office.
- b) Building Entrances. SRMCS shall implement procedures that minimize outside entry into

school buildings from the general public. All school employees will assist in ensuring that all doors are locked prior to, during, and after regular building hours.

- 3) **Facility Diagrams and Site Plans.** All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas.

4) **External Communication**

- a) **Emergency Response Contact Information.** School administration will maintain a current list of emergency contact information. The list will include contact information local police, fire, ambulance, hospital, the Poison Control Center, mental health/suicide hotlines, and the county welfare agency. This list will be updated annually and kept on file in the school's main office.
- b) **Staff Training on Making Emergency Calls.** All school employees will receive training on how to make emergency contacts, including 911 calls.
- c) **Internal Building Communication.** SRMCS will set forth a process to internally communicate emergencies using telephones in classrooms/classroom offices, intercom systems, and other electronic devices (e.g. computers, cell phones, etc.) as well as procedures to enable the staff to rapidly convey emergency information to school administration. School staff will be trained in using several methods of communication as computers, intercoms, telephones, etc. may not be operational or may be dangerous to use during an emergency.

5) **Warning and Notification Systems**

- a) **Maintenance of the District Warning System.** The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings. SRMCS will consider alternate notification systems for students and staff with special needs, such as vision or hearing disabilities, as needed.
- b) **Notification of the District Warning System to Staff and Students.** It shall be the responsibility of the school administration to inform and train students and employees of

the warning system, the means by which the system is used to identify the specific crisis or emergency situation, and the procedures to follow based on the warning.

- c) Notification of Crisis or Emergency to Parents/Guardians. It shall be the responsibility of school administration to inform parents/guardians of communication methods that will be used in a crisis or emergency to relay information.

CRISIS AREAS COVERED BY THIS POLICY

This Crisis Management Policy provides procedures for addressing the following crises:

- 1) Early School Closure
- 2) Behavioral Health Crisis Intervention
- 3) Fire
- 4) Severe Weather-Tornado/Severe Thunderstorm
- 5) Flooding
- 6) Assault/Fight
- 7) Bomb Threat
- 8) Demonstration or Disturbance
- 9) Hazardous Materials
- 10) Intruder/Hostage
- 11) Radiological Incident
- 12) Serious Injury/Death
- 13) Shooting
- 14) Suicide
- 15) Terrorism (Chemical or Biological Threat)
- 16) Utility Emergency
- 17) Weapons

CRISIS/EMERGENCY PROCEDURES

1) Early School Closures

- a) Weather-Related School Closure Decision Making. The superintendent of the Monticello School District #882 will make decisions about closing school or buildings as early in the day as possible in the event of severe weather. SRMCS will adhere to the decision(s) made by District #882.

- b) NON Weather-Related School Closure Decision Making. The School Director, in consultation with the president of the SRMCS Board of Directors, will make all decisions about closing school or buildings that are *not* related to severe weather (e.g. utility failure, crisis situations, etc.). School administration will specify how closures decisions will be communicated to staff, students, families and the school community (designated broadcast media, local authorities, email and/or the school's web site) and will discuss the factors to be considered in closing and reopening the school/school building(s).
- c) External Communication Methods for Parents/Guardians. It has be the responsibility of school administration to inform parents/guardians of communication and notification methods and the media outlets that will be used in the event of early school closure.

Commented [7]: I don't know if this is the most updated version. I feel like we caught a lot of it last year.

Commented [8R7]: What wording is intended here??

2) Behavioral Health Crisis Prevention

- a) Short-Term Intervention Procedures. Behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will use available resources including the school psychologist, social worker, or others in the community. Counseling procedures will be used whenever school administration determines it to be necessary, such as following an assault, a hostage situation, violent incident, or suicide. The School Director will meet with relevant persons to determine the level of intervention needed for students and staff. Once determined the following steps will occur:
1. Specific rooms will be designated for private counseling areas.
 2. Siblings and close friends of any victims as well as others in need of emotional support will be escorted to the counseling area(s).
 3. Media will be prohibited from interviewing or questioning students or staff.
 4. Follow-up services to students and staff who receive counseling will be provided.
 5. Normal school routines will resume as soon as possible.
- b) Long-Term Intervention Procedures. The following components may involve both short-term and long-term recovery planning:
1. Physical/structural recovery
 2. Fiscal recovery
 3. Academic recovery
 4. Social/emotional recovery

3) Fire

a) Planning and Preparing for a Fire

1. Safe Area. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Accessibility of Building Facility Diagram and Site Plan. Building's facility diagram and site plan will be available in appropriate areas of the building and shall identify the primary and secondary evacuation routes.
3. Staff Training on Evacuation Routes. Teachers and staff will be trained regarding the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary and secondary evacuation routes. Minnesota State Fire Code (MSFC) (15), Sec. 406.2 requires that employees receive training in the contents of fire safety, evacuation plans, and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.
4. Conducting Fire Drills. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances (e.g. lunchtime, recess, and during assemblies). State law requires a minimum of five drills each school year consistent with Minnesota Statutes, section 299F.30. The first emergency evacuation drill of each school year shall be conducted within the first 10 days of the beginning of classes. A record of fire drills conducted at the building will be maintained in the school's main office.

[Note: The State Fire Marshal Division advises schools to defer fire drills during cold weather months.]

5. Preparation and Planning for Sites. The school district will have prearranged sites for emergency sheltering and transportation as needed.
6. Essential Staff Functions. The school district will determine which staff will remain in the building to perform essential functions as long as it is safe to do so (e.g. phone, custodian, etc.). The School Director, or designee, will meet with local fire or law enforcement agents upon their arrival.

Commented [9]: Do we have our specific designated area listed or communicated anywhere?

Commented [10]: Do we have evacuation route signs?

Commented [11R10]: Is that a building company thing?

Commented [12]: Get rid of strike-through on formatting for number 3 and 4.

Commented [13]: What's our transportation plan? Will we run into issues with Hoglund not having enough buses to evacuate separately?

b) Procedures at the Time of the Emergency

1. Sound the building's fire alarm by pulling the nearest fire alarm station. If no pull station is close, call the administration office.
2. The first staff person aware of the fire should contact the director.
3. Evacuate students and staff according to the routes posted in the rooms and offices.
4. Close all classroom and office doors; do not lock doors
5. The director will report the incident (even if it is a false alarm) to the fire service as required by state law.
6. The director, or designee, will meet with local fire or law enforcement agents upon arrival and will give them an update, a facility diagram, and a site plan.

Commented [14]: Formatting for numbered list 2 and 3.

c) Procedures for Teachers

1. During an evacuation, take the class roster. The teacher is responsible for accounting for all students. Make sure all students and adults have left the room. Close the classroom door, but leave it unlocked.
2. Lead all students in an orderly and efficient manner to the safe area via the posted evacuation routes. Do not allow students to stop at lockers to get books, sweaters, jackets, or other personal belongings.
3. The first person to reach any door should feel the door to see if it is hot. If it is not hot, open it and proceed slowly and low to the floor. If it is hot, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.
4. Follow specialized evacuation procedures for disabled persons.

d) At the Safe Area

1. When the group arrives at the safe area, check for any missing students and report them to the director.
2. Do not block any door or gate that may be used by emergency response personnel.
3. While at the safe area, teachers supervise the group closely. There may be a great deal of confusion and emergency vehicles will need access to the site.
4. If there was a fire in the building, be alert for students who may smell of smoke. Alert school administrators to any suspicious activities relating to the fire including what may be overheard from students.
5. Do not re-enter any school buildings until fire department officials declare them safe and authorize re-entry.

6. Transport students as needed.

4) Severe Weather – Tornado/Severe Thunderstorm

These procedures are for any weather situation in which students and staff should remain in the building and seek shelter.

a) Procedures Before the Emergency

1. The school district will identify both potential problem areas on the campus and areas with the highest degree of safety for students and staff. Unsafe areas include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind such as upper floor gymnasiums and auditoriums. Safe areas include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, locker/shower areas, basements, gymnasiums, and closets.
2. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
3. Provide training to appropriate staff on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.
4. Review “drop and tuck” procedures with students.
5. Keep a record of all tornado drills performed at the building in the building administrator’s office.

Commented [15]: Do we have flashlights down in Heidi’s room or those hallways?

b) Procedures When a Tornado/Severe Thunderstorm WATCH has been Issued

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

1. Monitor Emergency Alert Stations.
2. Bring all persons inside the building. Keep students, staff, and visitors inside the building.
3. Close windows and window treatments.
4. Review tornado drill procedures and the location of the closest safe areas.
5. Review “drop and tuck” procedures with students.

c) Procedures When a Tornado/Severe Thunderstorm WARNING has been Issued

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

1. Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door but do not lock it.
2. Move along inside walls to the safest areas of the building.
3. Ensure that students are in the “tuck” position.
4. Account for all students and staff. Report any missing students or staff to the School Director when it is safe to do so.
5. School administration will monitor any changes in the weather.
6. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

d) Procedures after the Emergency

1. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
2. Check utilities and electrical devices for damage due to any outage.

5) Flooding

These procedures are for any weather situation that requires students and staff to evacuate the building.

a) Procedures for the Building Administrator if the Building is in an Area Where a Flood WATCH has been Issued

1. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition.
2. Keep staff posted of changes or emergencies.
3. Review evacuation procedures with staff and prepare students.
4. Check relocation centers and secure transportation to them.

Commented [16]: Do we have an am/fm radio in the office?

b) Procedures for Buildings in an Area Where a Flood WARNING has been Issued

1. If advised by local emergency management officials to evacuate, do so immediately.

2. Follow evacuation procedures; teachers take class rosters.
3. Turn off utilities in the building and lock the doors.
4. Take attendance after evacuation to the shelter. Report any missing students to the director.
5. Notify parents or guardians per school district policies.
6. Stay with the students until released to a parent or guardian.

6) Assault/Fight

These procedures apply to close contact physical confrontations including fist-fights, knife assaults, and the use of other weapons which require close proximity to result in a significant physical threat.

a) Procedures

1. Ensure the safety of all students and staff.
2. Contact the school director, police liaison, or 911, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. Control the scene and demand that the combatants stop; clear onlookers.
5. CPR/first aid certified persons in the school building should handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the office keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the director. The director will:
 - (1) Notify the combatants' parent(s) or guardian(s), as appropriate.
 - (2) Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with school district discipline and harassment and violence policies, as appropriate.
 - (3) Notify law enforcement or school liaison officer, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia of another person in a sexual manner without consent, including touching of those areas covered by clothing).
 - (4) Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
 - (5) Document all activities.

Commented [17]: What is the grief-counseling plan?

7) Bomb Threat

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by the school district. No bomb threat will be disregarded as being a prank call.

It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All staff should be aware of the location of bomb threat procedures.

If the director determines it is necessary to evacuate the campus, the local law enforcement agents should be consulted to determine how parents and guardians can be notified, school facilities can be protected, and crowd control can be provided, if needed.

Never attempt to touch, move, dismantle, or carry any object that is suspicious.

a) Procedures for Bomb Threat Recipient

1. If you receive a bomb threat by written message, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available.
2. If you receive a bomb threat by telephone, record exactly what the caller says.
3. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
4. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
5. Notify the director.
6. Call 911 and report the bomb threat.
7. DO NOT activate the fire alarm since the noise may detonate some bombs.
8. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the classroom door but leave it unlocked. Teachers take class rosters. Once evacuated, roll call should be taken. Notify the director of any missing students or staff.
9. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
10. When reentry is permitted, staff should once again visually inspect their classrooms

Commented [18]: I remember we talked about this last time, but does the callback service still work? Make sure staff are trained on how to do it.

- and work areas for unusual items before allowing students to enter.
11. Notify parents and guardians per school district policies/procedures.

8) Demonstration or Disturbance

These procedures are for dealing with anyone causing or participating in a demonstration or disturbance at the building: individual students, student groups, or outside individuals or groups not associated with the building.

a) Procedures

1. Notify the school director, or designee, of the disturbance.
2. During the disturbance, the director or designee will take corrective action such as:
 - (1) Ask the demonstrators to disperse.
 - (2) Notify the local law enforcement agency, if necessary.
 - (3) Contain the disturbance by sealing off the area, to the extent possible.
 - (4) Secure the building, if necessary.
 - (5) Shut off bells, if appropriate.
 - (6) Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, teachers should:
 - (1) Keep students in classrooms and lock the door. Do not allow students out of the classroom until the director or designee gives an all-clear signal.
 - (2) Make a list of students absent from the class.

Commented [19]: Is this from a middle school policy where there are bells between classes? Should we take this out or is there still a purpose for it?

9) Hazardous Materials

If a major chemical accident necessitates student and staff evacuation, the fire department or other appropriate agency will be consulted and may take command and control of the situation.

The building must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff is aware of where to access these sheets in the case of a chemical accident. Procedures for reporting chemical spills, cleaning up chemical spills, and first aid information are to be filed with the corresponding M.S.D.S. in the main office.

a) Procedures for On-Site Chemical Accidents

1. Determine the name of the chemical, where it is located, and whether or not it is

spreading rapidly. Attempt to contain the spill or area around it. Close doors. School personnel should not attempt to clean up or remove the spill – leave that for trained personnel. Refer to the M.S.D.S. for guidance.

2. Notify the director about the accident.
3. Relocate students and staff to safe areas, upwind of the accident. Teachers bring the class roster. Take roll call and immediately report any missing students to the director.
4. Call 911 (the fire department will contact the local hazardous materials team).
5. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. Designate a responsible adult or administrator to meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

b) Procedures for Off-Site Chemical Accidents

1. When evacuation of the area is necessary, students and staff will be directed to a specific relocation area by local emergency management officials involved.
2. If students are evacuated, notify parents and guardians per school district policies.
3. Evacuation may be made to a relocation center designated in advance by the director or designee if a specific alternative assignment is not made by response agency officials.

Commented [20]: This doesn't seem like an off-site chemical accident - It sounds like it's more Procedures for a Chemical accident that needs evacuation.

10) Intruder/Hostage

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct or injure a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies the school or school district of the dangerous situation, or it may be school personnel who first recognize the danger.

a) Procedures before the Emergency

1. Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff.

b) Procedures for the Staff Member Who Sees an Unauthorized Intruder

1. If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.

2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify him/herself and to state what the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany the intruder~~accompany intruder~~ to the exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on school property. Inform him or her that the police will be contacted.
7. If the intruder still refuses to comply, notify director and give as complete a description of the person as possible.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Monitor the intruder leaving campus, if possible.
9. Call 911 and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed).

Commented [21]: Or maybe just leave this sentence as is?????

c) Witness to a Hostage Situation

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call 911 immediately, if possible. Give the dispatcher details of the situation, ask for assistance from the hostage negotiation team.
3. Seal off the area near the hostage~~near hostage~~ situation, to the extent possible.
4. Notify the director or designee who may elect to evacuate the rest of the building.
5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

d) If Taken Hostage

1. Follow instructions of the hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

e) Procedures after the Emergency

1. Designate a spokesperson to handle media calls, questions, and contacts.

2. Prepare a news/information release, as appropriate.
3. Prepare a parent and guardian letter, as appropriate.
4. Hold an information meeting with all staff.
5. Initiate the grief-counseling plan, if appropriate.

11) Radiological Incident

a) Procedures

Commented [22]: Formatting to get rid of lines.

1. The director will notify staff if an accident/incident has occurred that affects the ability of students to return to their homes (if they live within the 10-mile radius of an affected nuclear power plant).
2. The director will activate procedures for the release of students to the emergency contact person, as established by the parent(s) and guardian(s) at the beginning of the school year, or keep students at the school building until a parent or guardian or designee picks them up.
3. Teachers stay with the students until an authorized individual picks them up, if they are not going to an alternate (emergency) location.

12) Serious Injury/Death

a) Procedures

Commented [23]: Formatting to get rid of lines.

1. Call 911, but do not leave the victim unattended.
2. Clear onlookers and isolate the victim.
3. Perform preliminary first aid, if trained.
4. Do not move the victim unless an immediate emergency situation dictates evacuation.
5. Notify the director or designee.
6. Designate a staff person to accompany the injured or ill person to the hospital.
7. Administrative follow-up may include the following:
 - (1) Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee.
 - (2) Determine method of informing staff, students, and parents, if appropriate.
 - (3) Prepare an accident report.
 - (4) Initiate the grief-counseling plan, if appropriate.
 - (5) Prepare a news media release, if appropriate.

13) Shooting

These procedures apply to snipers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

a) Procedures for Staff & Students if a Person Threatens with a Firearm or Begins Shooting

Commented [24]: Formatting.

1. If outside, staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups.
2. If inside, staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so.
3. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the director or designee.
4. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
5. Take roll call and notify the director or designee of any missing students or staff, when it is safe to do so.

b) Procedures for the Director or Police Liaison if a Person Threatens with a Firearm or Begins Shooting

1. Assess the situation as to:
 - (1) Shooter's location,
 - (2) Injuries, and
 - (3) Potential for additional shooting.
2. Call 911 and give them as much detail as possible about the situation.
3. Secure the school building, if appropriate.
4. Assist students and staff in evacuating from immediate danger to a safe area.
5. Care for the injured to the extent practicable until emergency personnel arrive.
6. Refer media calls, contacts, and questions to the spokesperson.
7. Prepare a news or information release.
8. Notify parents and guardians per school district policies, if appropriate.
9. Hold an information meeting with all staff, if appropriate.
10. Initiate the grief-counseling plan, if appropriate.

14) Suicide

a) Procedures for a Suicide Attempt

Commented [25]: Formatting

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
3. Call 911 if the person dies, needs medical attention, has a weapon, or needs to be restrained.
4. Notify director or designee or appropriate crisis intervention or mental health hotline.
5. The director or designee will activate the crisis response team.
6. Stay with the person until counselor/suicide intervention arrives. DO NOT LEAVE A SUICIDAL PERSON ALONE.
7. Designate a responsible adult to meet with emergency personnel upon arrival.
8. The director will notify the parent(s) or guardian(s) if the suicidal person or victim is a student, or a family member if the person is a staff member.
9. The director may arrange a meeting with parents and a psychologist or counselor to determine a course of action.
10. Determine method of notifying students, staff and parents, as appropriate.
11. Initiate the grief-counseling plan, if appropriate.

15) Terrorism (Chemical or Biological Threat)

a) Upon Receiving a Chemical or Biological Threat Phone Call

1. Listen closely to the caller's voice, speech patterns, and to noises in the background.
2. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
3. Notify the director or designee who is responsible for notifying the local law enforcement agency.
4. The director or designee may order an evacuation of all persons inside the school building, or other actions, per school district policies.
5. If evacuation occurs, teachers should take the class roster.

Commented [26]: Does the callback service still work?
Make sure staff know how to do it.

b) Upon Receiving a Chemical or Biological Threat Letter

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.
2. Seal the letter in a zip-lock bag or another envelope.
3. Call 911.
4. Separate "involved" people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the

immediate area when the letter was opened.

5. Remove “uninvolved” people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
6. Ask “involved” people to remain calm until emergency response officials arrive.
7. Ask “involved” people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

c) Evacuation Procedures

1. The director or designee should notify staff and students of evacuation.
2. Lead students calmly to the nearest designated safe area away from the school building.
3. Teachers take roll call after the evacuation. Immediately report any missing students to the building administrator.
4. Students and staff who were “involved” in receiving the threat (by telephone or letter) will be evacuated as a group, separate from “uninvolved” students and staff.
5. The school director will announce the termination of the emergency after consulting with emergency response officials.
6. Notify parents and guardians per school district policies.
7. Notify the media per school district policies, if appropriate.

16) Utility Emergency

Staff will follow standard evacuation procedures.

17) Weapons

a) If a Student or Staff Member is Aware of a Weapon Brought to School

1. Immediately notify the director or teacher.
2. Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself or herself.
3. If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the director. Do not leave the classroom.

b) Procedures for the Director if a Weapon is Suspected

1. Call the local law enforcement agency if a weapon is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another administrator to join in questioning the suspected student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 – Reports of dangerous weapon incidents in school zones.)
7. Notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

Legal References: 42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)
Minn. Stat. Ch. 12 and 12A (Emergency Management and Natural Disasters)
Minn. Stat. Ch. 13 (Government Data)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 326B.02 subd. 6 and 326B.106 (Fire Code and General Powers Comm. Labor and Industry)
Minnesota Rules Chapter 7511 (Minnesota State Fire Code)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Title IX, Part E, Subpart 2, Section 9532, and 20 U.S.C. § 7912 (Unsafe School Choice Option)