

# **SWAN RIVER MONTESSORI CHARTER SCHOOL**

## **School Board Meeting**

**Tuesday, June 19, 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 @**

#### **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-**

#### **VI. FINANCIAL REPORT**

June Financial Report - end of Fiscal Year 2025 (FY25)

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

July Financial Report- beginning of Fiscal Year 2026 (FY26)

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

FY25 Enrollment Numbers as of 8.18.25

- i. Charter School (K-6) = 161
- ii. Children's House (EC) = 14
- iii. Pupil Unit Actual/Budget = 161/165
- iv. Enrollment Coordinator Update- offers are pending to fill a second grade spot and 3 in kindergarten. Amy Jensne will continue to work to fill spots. There continues to be a waiting list from which to draw.

- b. Review of Bills-
- c. Donations-

**VII. CONSENT AGENDA -** Motion to approve consent agenda made by, Seconded by. Board Vote-  
a. \_\_\_\_ June Minutes

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL-**

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**X. DIRECTOR GOALS-**

**XI. STRATEGIC PLANNING & GOAL SETTING-**

**XII. OLD BUSINESS**

**XIII. NEW BUSINESS**

- a. Establish Board roles (chair, secretary, treasurer)
- b. Annual Designations:
  - i. Depository
  - ii. Electronic Funds Transfer
  - iii. Communication
- c. Board Resolution for IOWA - Sign
- d. Set Wellness Committee Mtg.
- e. Set World's Best Workforce Plan Committee Mtg.
- New Policies**
- f. Electronic Funds Transfers Policy
- g. Selection & Review of Library & Instruction Materials Policy
- h. Staff Evaluation & Professional Development Policy
- i. Student Cell Phone Policy
- j. Student Surveys Policy
- k. Title IX Sex Non-Discrimination Policy, Grievance Procedure and Process
- l. Purchasing, Procurements & Contracting Policy
- Old Policies**
- m. eLearning Policy & Plan

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting: Tuesday, September 16, 2025 at 2:30 PM

Upcoming Agenda Items- FY26

Old Business

Crisis Management Policy

New Business

Approve Insurance Coverage

Equal Educational Opportunity Policy

Purchasing Policy

Compensation for Substitutes Policy  
Internet Acceptable Use & Safety Policy  
Application & Enrollment Procedures Policy  
Background Checks Policy  
Intellectual Property Policy  
Meal Charge and Serving Procedures Policy  
Pledge of Allegiance Policy  
Parent/Student Handbook review  
Progress on Director Goals  
List of Professional Development for Staff  
Board Member Statements of Assurance

**XV. MOTION TO ADJOURN by at PM, Seconded by. Board Vote-**

# **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 Jana Evink @2:33 pm**

#### **II. ROLL CALL**

- a. Board Members Present: Claire Belknap, Nicole Perez, Rick Freese, Amy Savage, Julie Halvorson, Jana Evink, Amy Jensen
- 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 JH , Seconded by NP. Board Vote- all "aye"- motion carries

#### **V. DECLARATION OF CONFLICTS-** none

#### **VI. Swearing in of newly appointed board members-** JE read the oath of office and NP and JH affirmed their oath to carry out their duties as members of the SRMCS school board.

#### **VII. FINANCIAL REPORT**

May Financial Report –

Adopted Budget: 163 ADM (average daily membership)

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 on Hand: \$645,726

SRMCS is in good financial standing.

Motion to approve May financials made by CB, Seconded by AJ . Board Vote- all "aye"- motion carries

- 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- reviewed
- c. Donations- none

**VIII. CONSENT AGENDA** - Motion to approve consent agenda made by JH, Seconded by RF. Board Vote- all "aye", motion carries

- a.      May Minutes

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL-**

- a. EE Report for FY25- all goals were met for all levels

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**XI. DIRECTOR GOALS-** Annette attended a conference put on by another authorizer. A few other Montessori schools attend this conference as well. Focus was on school culture and coaching staff as well as technology including cyber security. Annette will look into E-rate, a grant from the government available to qualifying schools which would give us money to upgrade technology.

**XII. STRATEGIC PLANNING & GOAL SETTING-**

SMRCS will contract with NOVA Education Consultants for most of our special education contracted positions such as sped director, school psychologist, and DAPE (adaptive physical education teacher).

**XIII. OLD BUSINESS**

- a. Crisis Management Policy- tabled again due to time

**XIV. NEW BUSINESS**

- a. Letter of Employment for School Director- The SRMCS school board is pleased to offer a letter of employment to our school director, Annette Vemuri, for the 2025-2026 school year. Her letter includes a 2% increase in salary as well as a \$7,933.50 stipend for extra hours for her work on our Osprey Wilds contract renewal.  
Motion to approve made by RF, Seconded by AJ. Board vote- all "aye", motion carries
- b. Set board committees and lead members
  - i. Finance Committee- Jana Evink
  - ii. Director Review- Claire Belknap
  - iii. Governance- Amy Jensen
- c. Set Dates/Times for Upcoming Fiscal Year Board Meetings- Board will keep meetings on the third Tuesday of each month at 2:30 PM, website will be updated with new dates for FY26
- d. Review Lunch Prices- do not need to review, free breakfast and lunch continues for FY26
- e. Reading Well By 3<sup>rd</sup> Grade Plan - submitted to MDE, is now called literacy plan, lead staff is reviewing a reading curriculum that aligns with the science of reading and was developed by Montessorians
- f. Building Board Appointments- Josh Johnson, a new parent member, joined the board. Robert Dowd is the chair and John Evink is the chair. Annette is looking for 2 teacher reps on the board.

- g. List of Professional Development for Staff- First Aid and CPR training for all staff on August 19, SRMCS is forming its own clock hour approval committee to approve continuing education credits for teacher license renewal. If we adopt the Montessori science of reading aligned curriculum teachers will be trained during FY26 to implement it.

**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

Establish Board roles (chair, secretary, treasurer)  
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  
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 JH at 3:42 PM, Seconded by AS. Board Vote- all in favor 'aye' , motion carries**

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	1053			City of Monticello		Wire	
		E 01 005 810 000 330		Water & Sewer 500 Maple 04/01/25-04/30/25			\$227.63
PO#:	Voucher #:	14170	Invoice	Invoice No: DT060225	6/30/2025	Paid Amt:	\$227.63
		E 01 005 810 000 330		Water & Sewer 503 Maples 04/01/25-04/30/25			\$80.57
PO#:	Voucher #:	14169	Invoice	Invoice No: DT060225	6/30/2025	Paid Amt:	\$80.57
						Check Amount:	\$308.20
SHBC	1644			Nelnet		Wire	
		E 01 005 110 000 305		Payment Processing Fees -June			\$214.50
PO#:	Voucher #:	14168	Invoice	Invoice No: DT060225	6/30/2025	Paid Amt:	\$214.50
						Check Amount:	\$214.50
SHBC	1001			PERA		Wire	
		B 01 215 007		PERA			\$3,987.39
PO#:	Voucher #:	14110	Invoice	Invoice No: S2025220	6/5/2025	Paid Amt:	\$3,987.39
						Check Amount:	\$3,987.39
SHBC	1002			TRA		Wire	
		B 01 215 006		TRA			\$6,056.50
PO#:	Voucher #:	14111	Invoice	Invoice No: S2025220	6/5/2025	Paid Amt:	\$6,056.50
						Check Amount:	\$6,056.50
SHBC	1566			IRS		Wire	
		B 01 215 002		Federal Tax			\$12,803.89
PO#:	Voucher #:	14112	Invoice	Invoice No: S2025220	6/5/2025	Paid Amt:	\$12,803.89
						Check Amount:	\$12,803.89
SHBC	1616			MedSurety		Wire	
		E 01 005 110 000 305		HSA Fee			\$30.00
PO#:	Voucher #:	14171	Invoice	Invoice No: DT060425	6/5/2025	Paid Amt:	\$30.00
						Check Amount:	\$30.00
SHBC	1052			Centerpoint Energy		Wire	
		E 01 005 810 000 330		Gas Charges 503 Maple 04/07/25-05/07/25			\$60.22
PO#:	Voucher #:	14173	Invoice	Invoice No: DT060625	6/6/2025	Paid Amt:	\$60.22
						Check Amount:	\$60.22
SHBC	1052			Centerpoint Energy		Wire	
		E 01 005 810 000 330		Gas Charges 500 Maple 04/0725-05/0725			\$230.44
PO#:	Voucher #:	14172	Invoice	Invoice No: DT060625	6/6/2025	Paid Amt:	\$230.44
						Check Amount:	\$230.44

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date	Pmt Type	
SHBC	1567			MN Dept. Revenue			Wire	
		B 01	215	003	State Tax			\$2,007.89
PO#:	Voucher #:	14109	Invoice	Invoice No: S2025220		6/6/2025	Paid Amt:	\$2,007.89
							Check Amount:	\$2,007.89
SHBC	1616			MedSurety			Wire	
		B 01	215	016	Payroll Deductions-Vision			\$831.68
PO#:	Voucher #:	14108	Invoice	Invoice No: S2025220		6/6/2025	Paid Amt:	\$831.68
							Check Amount:	\$831.68
SHBC	1050			SRCS Building Co			Wire	
		E 01	005	850 000 348 570	Lease -June			\$16,531.67
PO#:	Voucher #:	14175	Invoice	Invoice No: DT061325		6/20/2025	Paid Amt:	\$16,531.67
							Check Amount:	\$16,531.67
SHBC	1054			Xcel Energy			Wire	
		E 01	005	810 000 330	Electric Charges 04/06/25-05/05/25			\$1,273.83
PO#:	Voucher #:	14174	Invoice	Invoice No: DT061225		6/20/2025	Paid Amt:	\$1,273.83
							Check Amount:	\$1,273.83
SHBC	1369			EMC Insurance Companies			Wire	
		E 01	005	940 000 340	Property insurance			\$2,393.28
PO#:	Voucher #:	14176	Invoice	Invoice No: 7002506833		6/20/2025	Paid Amt:	\$2,393.28
							Check Amount:	\$2,393.28
SHBC	1644			Netnet			Wire	
		E 01	005	110 000 305	Payment Processing Fees -June			\$7.26
PO#:	Voucher #:	14177	Invoice	Invoice No: DT061825		6/20/2025	Paid Amt:	\$7.26
							Check Amount:	\$7.26
SHBC	1530			Sherburne State Bank			Wire	
		E 01	010	203 000 820	Spotify Subscription			\$12.93
PO#:	Voucher #:	14178	Invoice	Invoice No: DT062025		6/30/2025	Paid Amt:	\$12.93
							Check Amount:	\$12.93
SHBC	1566			IRS			Wire	
		B 01	215	002	Federal Tax			\$8,456.41
PO#:	Voucher #:	14149	Invoice	Invoice No: S2025230		6/30/2025	Paid Amt:	\$8,456.41
							Check Amount:	\$8,456.41
SHBC	1567			MN Dept. Revenue			Wire	
		B 01	215	003	State Tax			\$1,148.23
PO#:	Voucher #:	14146	Invoice	Invoice No: S2025230		6/30/2025	Paid Amt:	\$1,148.23
							Check Amount:	\$1,148.23



Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	1616			MedSurety		Wire	
		B 01	215	016			\$831.68
PO#:	Voucher #:	14145	Invoice	Invoice No: S2025230	6/30/2025	Paid Amt:	\$831.68
						Check Amount:	\$831.68
SHBC	1530			Sherburne State Bank		Wire	
		E 01	005	110 000 000 305			\$35.00
PO#:	Voucher #:	14179	Invoice	Invoice No: DT063025	6/30/2025	Paid Amt:	\$35.00
						Check Amount:	\$35.00
SHBC	1184			US Bank - Credit Card		Wire	
		E 01	005	110 000 000 305			\$241.34
		E 01	010	203 000 000 335			\$82.11
		E 01	005	110 000 000 401			\$363.16
		E 01	005	810 000 000 401			\$702.14
		E 01	005	810 000 000 305			\$27.47
		E 01	010	203 000 000 220			\$440.39
		E 01	010	203 000 000 401			\$761.73
		E 01	010	203 000 000 490			\$406.96
		E 01	010	420 000 740 401			\$139.57
		E 01	010	420 000 740 466			\$1,361.97
		E 01	010	420 000 740 366			\$49.00
		E 01	010	640 000 000 366			\$300.00
		E 01	005	720 000 000 401			\$31.32
		E 02	005	770 000 701 490			\$85.40
		E 01	010	420 000 740 366			(\$49.00)
		E 01	010	420 000 419 366			\$49.00
PO#:	Voucher #:	14185	Invoice	Invoice No: DT061025	6/10/2025	Paid Amt:	\$4,992.56
						Check Amount:	\$4,992.56
SHBC	18563	1701		Montessori For All		Check	
		E 01	010	640 000 000 366			\$1,500.00
PO#:	Voucher #:	14113	Invoice	Invoice No: 000185	6/5/2025	Paid Amt:	\$1,500.00
						Check Amount:	\$1,500.00
SHBC	18564	1204		Adam's Pest Control, Inc.		Check	
		E 01	005	810 000 000 305			\$85.00
PO#:	Voucher #:	14120	Invoice	Invoice No: 4115735	6/13/2025	Paid Amt:	\$85.00
						Check Amount:	\$85.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18565	1448		Ashley Blaha		Check
			E 01	010 203 000 000 430	instructional supplies	\$78.94
PO#:		Voucher #:	14121	Invoice	6/13/2025	Paid Amt: \$78.94
			E 01	010 203 000 000 430	instructional supplies	\$22.00
PO#:		Voucher #:	14122	Invoice	6/13/2025	Paid Amt: \$22.00
						Check Amount: \$100.94
SHBC	18566	1612		Colonial Life		Check
			B 01	215 015	Supplemental Benefits-05/01/25, 05/16/25	\$61.84
			B 01	215 015	Supplemental Benefits-05/01/25, 05/16/25	(\$61.84)
			B 01	215 011	Supplemental Benefits-05/01/25, 05/16/25	\$61.84
PO#:		Voucher #:	14123	Invoice	6/13/2025	Paid Amt: \$61.84
						Check Amount: \$61.84
SHBC	18567	1482		Designs for Learning INC		Check
			E 01	010 404 000 740 394	Dape Services T Anderson- 04/08/25-04/21/25 1	\$157.50
			E 01	010 420 000 740 394	SpEd Psych S Kelley 04/08/25-04/21/25 6.5h @	\$715.00
			E 01	010 420 000 740 156	SpEd Social Work K Massie 04/08/25-04/21/25	\$11,970.00
			E 01	005 740 000 000 305	GenEd Social Work 04/08/25-04/21/25	\$2,520.00
			E 01	010 420 000 740 156	SpEd Social Work K Massie 04/08/25-04/21/25	(\$11,970.00)
			E 01	010 420 000 740 394	SpEd Social Work K Massie 04/08/25-04/21/25	\$11,970.00
PO#:		Voucher #:	14125	Invoice	6/13/2025	Paid Amt: \$15,362.50
			E 01	005 110 000 000 305	HR-April	\$105.00
PO#:		Voucher #:	14124	Invoice	6/13/2025	Paid Amt: \$105.00
						Check Amount: \$15,467.50
SHBC	18568	1636		EdFinMN		Check
			E 01	005 110 000 000 305	Accounting/Consulting Fees ~June	\$4,500.00
PO#:		Voucher #:	14126	Invoice	6/13/2025	Paid Amt: \$4,500.00
						Check Amount: \$4,500.00
SHBC	18569	1369		EMC Insurance Companies		Check
			E 01	005 940 000 000 340	Property Insurance	\$2,393.28
PO#:		Voucher #:	14127	Invoice	6/13/2025	Paid Amt: \$2,393.28
						Check Amount: \$2,393.28
SHBC	18570	1070		Hoglund Transportation, Inc.		Check
			E 01	005 760 000 733 360	Transportation Field Trip	\$738.00
PO#:		Voucher #:	14142	Invoice	6/13/2025	Paid Amt: \$738.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18570	1070		Hoglund Transportation, Inc.		Check	
			E 01	005 760 000 733 360	Transportation Field Trip 5/9/25		\$300.00
PO#:	Voucher #:	14128	Invoice	Invoice No: 216255	6/13/2025	Paid Amt:	\$300.00
						Check Amount:	\$1,038.00
SHBC	18571	1549		Loffler Companies, INC		Check	
			E 01	005 110 000 000 305	Finance Charge		\$2.24
PO#:	Voucher #:	14144	Invoice	Invoice No: 5011868	6/13/2025	Paid Amt:	\$2.24
			E 01	005 110 000 000 465	Computer service June		\$149.50
PO#:	Voucher #:	14129	Invoice	Invoice No: 5040788	6/13/2025	Paid Amt:	\$149.50
			E 01	005 110 000 000 465	Computer Service 04/01/25-04/30/25		\$149.50
PO#:	Voucher #:	14143	Invoice	Invoice No: 4987731	6/13/2025	Paid Amt:	\$149.50
						Check Amount:	\$301.24
SHBC	18572	1699		Navigate Care Consulting		Check	
			E 01	005 720 000 000 305	GenEd Nursing 05/27/25-05/28/25		\$202.50
PO#:	Voucher #:	14131	Invoice	Invoice No: INV-000223	6/13/2025	Paid Amt:	\$202.50
						Check Amount:	\$202.50
SHBC	18573	1661		Nova Education Consultants		Check	
			E 01	010 410 000 740 394	OT Service E Boughtner 05/19/25-05/30/25 55.2		\$6,077.50
PO#:	Voucher #:	14132	Invoice	Invoice No: 3255	6/13/2025	Paid Amt:	\$6,077.50
			E 01	010 410 000 740 394	OT Services E Boughtner 05/05/25- 05/16/25 64		\$7,067.50
PO#:	Voucher #:	14133	Invoice	Invoice No: 3199	6/13/2025	Paid Amt:	\$7,067.50
						Check Amount:	\$13,145.00
SHBC	18574	1690		Perfection Plus, Inc		Check	
			E 01	005 810 000 000 401	Facility Supplies		\$1,333.41
PO#:	Voucher #:	14136	Invoice	Invoice No: 316015	6/13/2025	Paid Amt:	\$1,333.41
			E 01	005 810 000 000 305	Janitorial Service- June		\$4,200.00
PO#:	Voucher #:	14137	Invoice	Invoice No: 315988	6/13/2025	Paid Amt:	\$4,200.00
						Check Amount:	\$5,533.41
SHBC	18575	1258		Premier Kitchen, Inc.		Check	
			E 02	005 770 000 701 490	Meals 05/16/25-05/31/25		\$4,110.80
			E 02	005 770 000 705 490	Breakfast 05/16/25-05/31/25		\$2,412.50
PO#:	Voucher #:	14135	Invoice	Invoice No: 39844	6/13/2025	Paid Amt:	\$6,523.30
			E 02	005 770 000 701 490	Meals 05/01/25-05/15/25		\$4,602.72
			E 02	005 770 000 705 490	Breakfast 05/01/25-05/15/25		\$2,765.00
PO#:	Voucher #:	14134	Invoice	Invoice No: 39766	6/13/2025	Paid Amt:	\$7,367.72
						Check Amount:	\$13,891.02

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18576	1698		Rebecca McMullens		Check	
			E 01 005 110 000 305	MARSS Reporting	05/03/25-05/30/25		\$765.00
PO#:	Voucher #:	14138	Invoice	Invoice No: 702	6/13/2025	Paid Amt:	\$765.00 Check Amount: \$765.00
SHBC	18577	1367		Sharon Schneider		Check	
			E 01 010 203 000 401	Reimbursement- Classroom Supplies			\$243.25
PO#:	Voucher #:	14139	Invoice	Invoice No: DT053125	6/13/2025	Paid Amt:	\$243.25 Check Amount: \$243.25
SHBC	18578	1087		Sora Pediatric Therapy		Check	
			E 01 010 401 000 740 394	Speech Specialist A Turner	05/01/25- 05/20/25		\$10,604.00
PO#:	Voucher #:	14140	Invoice	Invoice No: 060225106945	6/13/2025	Paid Amt:	\$10,604.00 Check Amount: \$10,604.00
SHBC	18579	1466		The McDowell Agency, INC		Check	
			E 01 005 105 000 000 305	Background Checks			\$99.00
PO#:	Voucher #:	14130	Invoice	Invoice No: 161902	6/13/2025	Paid Amt:	\$99.00 Check Amount: \$99.00
SHBC	18580	1067		WH Security, LLC		Check	
			E 01 005 810 000 000 330	Alarm monitoring			\$27.95
PO#:	Voucher #:	14141	Invoice	Invoice No: DT052925	6/13/2025	Paid Amt:	\$27.95 Check Amount: \$27.95
SHBC	18581	1053		City of Monticello		Check	
			E 01 005 850 000 348 570	MCC Rental			\$14,162.50
PO#:	Voucher #:	14150	Invoice	Invoice No: 0035621	6/23/2025	Paid Amt:	\$14,162.50 Check Amount: \$14,162.50
SHBC	18582	1222		Blue Cross/Blue Shield of MN		Check	
			B 01 215 015	Insurance Premiums-May			\$86.96
			B 01 215 015	Insurance Premiums-May			(\$86.96)
			B 01 215 016	Insurance Premiums-May			\$86.96
PO#:	Voucher #:	14151	Invoice	Invoice No: 250530300179	6/30/2025	Paid Amt:	\$86.96 Check Amount: \$86.96
SHBC	18583	1222		Blue Cross/Blue Shield of MN		Check	
			B 01 215 009	Insurance Premiums Dental June			\$429.50
PO#:	Voucher #:	14067	Invoice	Invoice No: 250502117546	6/30/2025	Paid Amt:	\$429.50 Check Amount: \$429.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18584	1702		Brittany Sullivan		Check	
			E 01 010 203 000 401	Reimbursement-Classroom Supplies			\$114.75
PO#:	Voucher #:	14152	Invoice	Invoice No: DT060525	6/30/2025	Paid Amt:	\$114.75
						Check Amount:	\$114.75
SHBC	18585	1045		CMERDC		Check	
			E 01 005 110 000 465	Copier Base Rate/Usage-05/01/25-05/31/25			\$318.78
PO#:	Voucher #:	14153	Invoice	Invoice No: 57174	6/30/2025	Paid Amt:	\$318.78
						Check Amount:	\$318.78
SHBC	18586	1581		Countryside Delivery		Check	
			E 02 005 770 000 701 495	Milk Delivery -May			\$1,030.00
PO#:	Voucher #:	14154	Invoice	Invoice No: DT050125	6/30/2025	Paid Amt:	\$1,030.00
						Check Amount:	\$1,030.00
SHBC	18587	1482		Designs for Learning INC		Check	
			E 01 010 420 000 740 366	SpEd Training			\$75.00
			E 01 005 110 000 000 401	HR Services May			\$78.75
			E 01 010 420 000 740 366	SpEd Training			(\$75.00)
			E 01 010 420 000 419 366	SpEd Training			\$75.00
PO#:	Voucher #:	14155	Invoice	Invoice No: 25-0859	6/30/2025	Paid Amt:	\$153.75
						Check Amount:	\$153.75
SHBC	18588	1490		Heidi Melo		Check	
			E 01 010 203 000 000 401	Reimbursement -Classroom Supplies			\$46.75
PO#:	Voucher #:	14156	Invoice	Invoice No: DT060525	6/30/2025	Paid Amt:	\$46.75
						Check Amount:	\$46.75
SHBC	18589	1700		JD Outdoor Services		Check	
			E 01 005 810 000 000 305	Lawn Services			\$470.38
PO#:	Voucher #:	14157	Invoice	Invoice No: 5123	6/30/2025	Paid Amt:	\$470.38
						Check Amount:	\$470.38
SHBC	18590	1618		MN PEIP		Check	
			B 01 215 015	Health Insurance -JUne			\$6,598.20
PO#:	Voucher #:	14081	Invoice	Invoice No: 1517996	6/30/2025	Paid Amt:	\$6,598.20
						Check Amount:	\$6,598.20
SHBC	18591	1699		Navigate Care Consulting		Check	
			E 01 005 720 000 000 305	GenEd Nurisng Service			\$67.50
PO#:	Voucher #:	14158	Invoice	Invoice No: INV-000265	6/30/2025	Paid Amt:	\$67.50
						Check Amount:	\$67.50

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18592	1278		Nicole Perez		Check	
			E 01	005 110 000 000 401	Reimbursement- Pape	\$20.77	
	PO#:	Voucher #:	14159	Invoice	Invoice No: DT042325	6/30/2025	Paid Amt: \$20.77 Check Amount: \$20.77
SHBC	18593	1661		Nova Education Consultants		Check	
			E 01	010 410 000 740 394	OT Services 06/02/25-29.5h @ \$110	\$3,245.00	
	PO#:	Voucher #:	14160	Invoice	Invoice No: 3298	6/30/2025	Paid Amt: \$3,245.00 Check Amount: \$3,245.00
SHBC	18594	1258		Premier Kitchen, Inc.		Check	
			E 02	005 770 000 701 490	Lunch 06/01/25-06/15/25	\$1,410.40	
			E 02	005 770 000 705 490	Breakfast 06/01/25-06/15/25	\$375.00	
PO#:	Voucher #:	14161	Invoice	Invoice No: 39883	6/30/2025	Paid Amt: \$1,785.40 Check Amount: \$1,785.40	
SHBC	18595	1275		WM Corporate Services, INC		Check	
			E 01	005 105 000 000 305	Garbage/Recycling-May	\$21.87	
	PO#:	Voucher #:	14162	Invoice	Invoice No: 7368899-1767-9	6/30/2025	Paid Amt: \$21.87 Check Amount: \$21.87
SHBC	18596	1547		Zahler Photography of Annandale, Inc.		Check	
			E 01	010 203 000 000 430	instructional supplies - yearbooks	\$1,473.00	
	PO#:	Voucher #:	14163	Invoice	Invoice No: 824	6/30/2025	Paid Amt: \$1,473.00 Check Amount: \$1,473.00
Report Total:							\$162,197.60

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
3351	4137	SHBC	Original Receipt # 3397	3408	Adj	A	06/09/25	Check	1	Misc						
						4137	R 01 005 000 000	740	360	State Special Education Aid					(9,012.33)	0.00
						4137	B 01 121 000			Original Receipt # 3397					9,012.33	0.00
Receipt Total:															\$0.00	\$0.00
Deposit Total:															\$0.00	\$0.00
3352	4137	SHBC	D0525	3409	Credit	A	06/02/25	Check	1	Misc						
						4137	R 01 005 000 000	050		Field Trip Fees					3,522.00	0.00
Receipt Total:															\$3,522.00	\$0.00
Deposit Total:															\$3,522.00	\$0.00
3353	4137	SHBC	D0625	3410	Credit	A	06/15/25	Check	1	MDE						
						4137	R 01 005 000 000	740	360	State Special Education Aid					33,557.61	0.00
						4137	R 01 005 000 000	348	300	Lease Aid Revenue					50,346.46	0.00
Receipt Total:															\$83,904.07	\$0.00
Deposit Total:															\$83,904.07	\$0.00
3354	4137	SHBC	D0625	3411	Credit	A	06/16/25	Check	1	MDE						
						4137	R 02 005 770 000	705	300	State School Breakfast Reven					4,215.60	0.00
						4137	R 02 005 770 000	701	300	State School Lunch Revenue					12,563.88	0.00
						4137	R 02 005 770 000	705	476	Fed School Breakfast Revenue					3,178.80	0.00
						4137	R 02 005 770 000	701	471	Federal Lunch Revenue					361.44	0.00
						4137	R 02 005 770 000	701	472	Free/Reduced Lunch Revenue					4,042.27	0.00
						4137	R 02 005 770 000	701	471	Federal Lunch Revenue					1,686.72	0.00
Receipt Total:															\$26,048.71	\$0.00
Deposit Total:															\$26,048.71	\$0.00
3355	4137	SHBC	D0625	3412	Credit	A	06/26/25	Check	1	Misc						
						4137	R 04 005 505 000	000	040	EC Tuition					4,360.00	0.00
						4137	R 01 005 000 000	000	050	Year Book					125.00	0.00

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

Deposit Co		Bank	Batch	Rct No	Receipt		Receipt		Pmt		Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
Type	St	Date	Check No	Type	Grp Code												
3355	4137	SHBC	D0625	3412	Credit	A	06/26/25	4137	R	01	005	000	000	050	Misc		
06.26.25 Deposit																	
															260.00		0.00
Receipt Total:															\$4,745.00		\$0.00
Deposit Total:															\$4,745.00		\$0.00
3356	4137	SHBC	D0625	3413	Credit	A	06/30/25	4137	R	01	005	000	000	092	Misc		
Interest June																	
															522.11		0.00
Receipt Total:															\$522.11		\$0.00
Deposit Total:															\$522.11		\$0.00
3357	4137	SHBC	D0625	3414	Credit	A	06/26/25	4137	R	01	005	000	000	401	Misc		
06.24.25 MEGS																	
															4,187.60		0.00
Receipt Total:															\$4,187.60		\$0.00
Deposit Total:															\$4,187.60		\$0.00
3358	4137	SHBC	D0625	3415	Credit	A	06/30/25	4137	R	01	005	000	000	343	Misc		
06.30.25 IDEAS																	
															5,470.13		0.00
															66,730.94		0.00
															12,000.00		0.00
Receipt Total:															\$84,201.07		\$0.00
Deposit Total:															\$84,201.07		\$0.00
3359	4137	SHBC		3416	Adj	A	06/30/25	4137	B	01	121	000			MDE		
Original Receipt # 3296																	
															(3,220.50)		0.00
															3,220.50		0.00
Receipt Total:															\$0.00		\$0.00
Deposit Total:															\$0.00		\$0.00
3360	4137	SHBC	D0625	3417	Credit	A	06/26/25	4137	R	01	005	000	000	099	Misc		
06.26.25 School Deposit																	
															968.75		0.00
Receipt Total:															\$968.75		\$0.00
Deposit Total:															\$968.75		\$0.00



## 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
3361	4137	SHBC	D0625	3418	Credit	A	06/26/25	Check	1	Misc						
	06.26.25	School Deposit				4137	R 04 005 505 000 000 040			EC Tuition					852.00	0.00
						4137	R 01 005 000 000 000 050			School Supplies					35.00	0.00
						4137	R 01 005 000 000 000 050			Yearbook					85.00	0.00
						4137	R 01 005 000 000 000 050			Field Trip Fee				1,573.00		0.00
						4137	R 01 005 000 000 000 050			Activity Fees				100.26		0.00
						4137	R 01 005 000 000 000 099			Misc Local Revenue				100.00		0.00
														Receipt Total:	\$2,745.26	\$0.00
														Deposit Total:	\$2,745.26	\$0.00
3362	4137	SHBC	D0625	3419	Credit	A	06/30/25	Check	1	Misc						
	Neinet June					4137	R 04 005 505 007 000 040			EX Care Tuition					365.00	0.00
														Receipt Total:	\$365.00	\$0.00
														Deposit Total:	\$365.00	\$0.00
3363	4137	SHBC		3420	Adj	A	06/30/25	Check	1	Misc						
	Original Receipt # 3361					4137	R 02 005 000 000 703 475			School Milk					(3.60)	0.00
						4137	R 02 005 770 000 701 601			Original Receipt # 3361					3.60	0.00
														Receipt Total:	\$0.00	\$0.00
														Deposit Total:	\$0.00	\$0.00
3364	4137	SHBS	D0625	3421	Credit	A	06/30/25	Check	1	Misc						
	Interest June					4137	R 01 005 000 000 000 092			Interest Earnings					19.80	0.00
														Receipt Total:	\$19.80	\$0.00
														Deposit Total:	\$19.80	\$0.00
														Report Total:	\$211,229.37	\$0.00



# Swan River Montessori Monthly Financials

---

JUNE 2025

---

EdFinMN

FINANCE AND ACCOUNTING SERVICES FOR CHARTER  
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

# Swan River Montessori Financial Highlights

## JUNE 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:

- \$656,361 Cash balance at end of the month
- \$0 State receivables which represents an initial estimate for the beginning of the accrual for the FY24 hold back
- \$379,353 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- \$159,520 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:

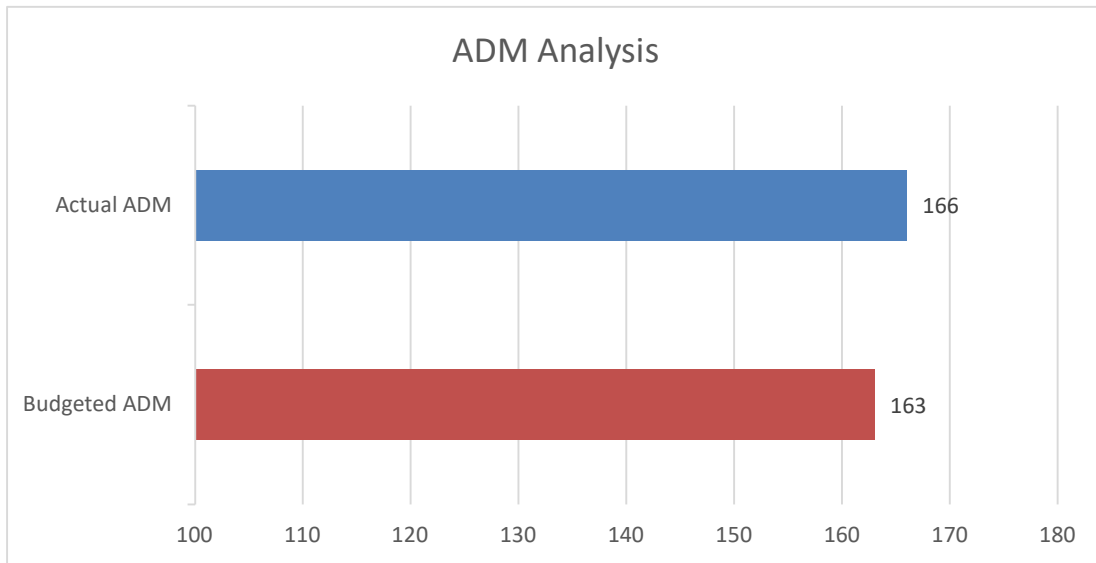
- Adopted Budget: 163 ADM
- Working Budget: 163 ADM
- Actual ADM 166
- 100% Percent of the fiscal year completed
- 102% YTD revenue as a percent of budget based on the working budget.
- 98% YTD expenses as a percent of budget based on the working budget.
- \$750,893 Projected year end fund balance
- 28% Projected ending fund balance as a % of expense budget

---

### Cash Flow:

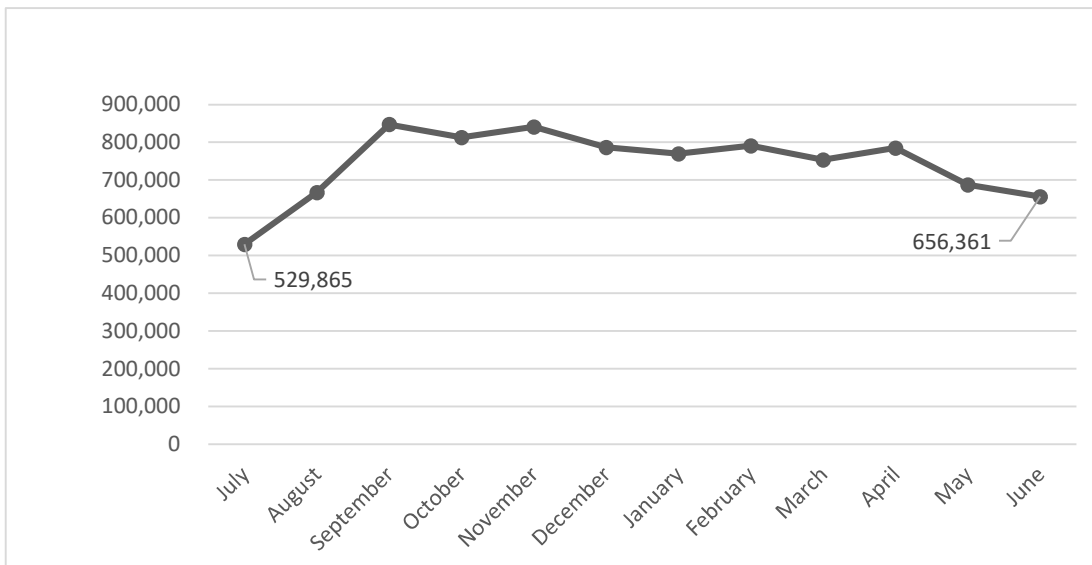
- Estimated cash balance as of June 30, 2025  
\$ 707,332

## Enrollment/ADM's



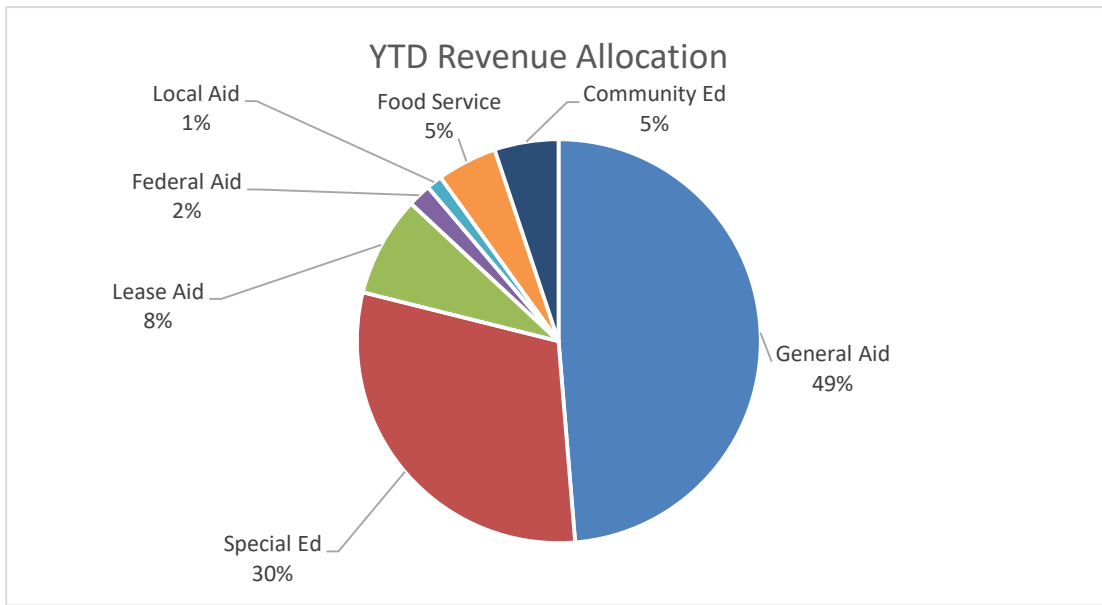
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

## Cash Flow Projection



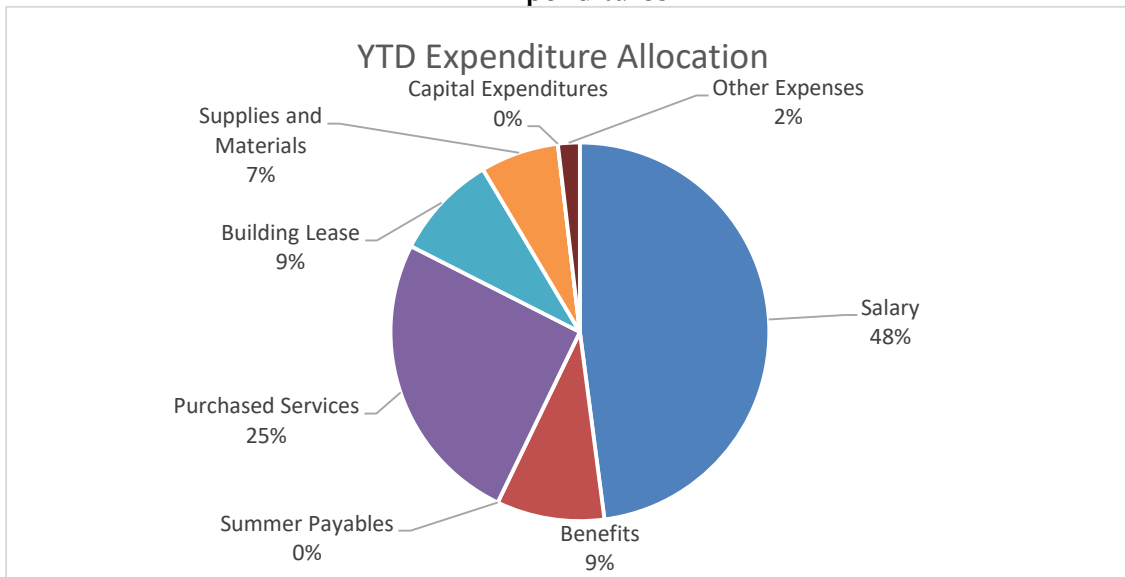
Swan River's cash balance is expected to increase slightly during fiscal 2024.

## 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.

**Swan River Montessori Charter School**  
**Balance Sheet**  
**As of June 30, 2025**

<b>Assets</b>		<b>As of Month-End</b>	
Cash			656,361
MDE Receivable - Prior year			379,353
Federal Receivable			10,704
Total Assets	\$		1,046,418
<b>Liabilities</b>			
Salary and Benefits Payable	\$		159,520
Accounts Payable			33,921
Total Liabilities	\$		193,441
<b>Fund Balance</b>			
Beginning - Audited	\$		737,684
Change in Fund Balance			115,293
Ending- Projected	\$		852,977
Total Liabilities and Fund Balance	\$		1,046,418

*\*\*Current year based on estimated, primarily for ADM numbers.\*\**

**Swan River Montessori Charter School**  
**Income Statement Summary**  
**As of June 30, 2025**

	<b>Adopted Budget - 163ADM/ 163PU</b>	<b>Revised Budget - 163ADM/ 163PU</b>	<b>Monthly Activity</b>	<b>Year to Date</b>	<b>% of Budget</b>
<b>Revenue</b>					
State Aids	\$ 2,474,328	\$ 2,559,113	\$ 559,616	\$ 2,564,105	100.2%
Federal Aids	48,668	50,426	19,279	89,237	177.0%
Local	103,725	106,825	13,270	118,245	110.7%
Total	\$ 2,642,819	\$ 2,736,459	\$ 592,164	\$ 2,797,048	102.2%
<b>Expense</b>					
Salary	\$ 1,207,336	\$ 1,284,763	\$ 238,576	\$ 1,285,230	100.0%
Benefits	275,914	300,407	50,962	247,139	82.3%
Purchased Services	579,909	611,186	86,823	679,125	111.1%
Supplies and Materials	231,368	231,368	26,286	179,288	77.5%
Capital Expenditures	253,380	253,380	30,694	240,868	95.1%
Other Expenses	38,149	42,146	24,735	50,105	118.9%
Total	\$ 2,586,056	\$ 2,723,250	\$ 458,076	\$ 2,681,755	98.5%
<b>Change in Fund Balance</b>	\$ 56,763	\$ 13,209	\$ 134,088	\$ 115,293	
<b>Beginning Fund Balance</b>	737,684	737,684	737,684	737,684	
<b>Ending- Projected</b>	<u>\$ 794,447</u>	<u>\$ 750,893</u>	<u>\$ 871,772</u>	<u>\$ 852,977</u>	
FB as a % of Exp	31%	28%			

	Beginning Fund Balance 7/1/2024 - Audited	Actual Revenues	Actual Expenditures	Projected Fund Balance 6/30/2025	Profit (Loss) CY
Fund					
General Fund 1	699,039	2,527,331	2,444,344	782,026	82,987
Food Service Fund 2	3,333	130,312	133,645	(0)	(3,333)
Community Service Fund 4	35,312	139,405	103,765	70,952	35,640
	<u>737,684</u>	<u>2,797,048</u>	<u>2,681,755</u>	<u>852,977</u>	<u>115,293</u>

Swan River Montessori Charter School  
Detail Revenue  
As of June 30, 2025

100% Year Complete

	Adopted Budget - 163ADM/ 163PU	Revised Budget - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
<b>General Fund</b>					
<b>State Aid</b>					
General Aid	\$ 1,298,245	\$ 1,291,243	\$ 163,582	\$ 1,320,194	102%
Special Ed	690,063	776,706	223,473	817,880	105%
Lease Aid	214,182	214,182	143,591	218,095	102%
Literacy Incentive Aid	17,793	20,103	2,010	20,103	100.0%
Hourly Worker Unemployment	29,663	37,574	(19,714)	14,103	37.5%
School Library Aid	19,944	20,000	7,470	20,000	100.0%
Student Support Aid	19,304	20,000	14,000	20,000	100.0%
READ Act Literacy Aid	-	-	-	6,470	N/A
READ Act Training Aid	-	-	-	5,842	N/A
State Aid Receivables*	-	-	-	-	0%
Total State Aid	\$ 2,289,194	\$ 2,379,808	\$ 534,413	\$ 2,442,687	103%
<b>Federal Aid</b>					
Title I	\$ 17,644	\$ 24,238	\$ 10,714	\$ 24,238	100%
Special Ed	31,024	26,188	4,180	26,129	100%
Total Federal Aid	\$ 48,668	\$ 50,426	\$ 14,894	\$ 50,368	100%
<b>Local Aid and Donation</b>					
Interest	\$ 500	\$ 6,500	\$ 542	\$ 7,051	108%
Miscellaneous	8,000	4,500	1,069	11,375	252.8%
Donations and Other	10,000	1,000	-	737	74%
Fees for Services	400	10,000	5,700	15,112	151%
Total Local and Donation	\$ 18,900	\$ 22,000	\$ 7,311	\$ 34,276	156%
<b>Total General Fund Revenue</b>	<b>\$ 2,356,762</b>	<b>\$ 2,452,234</b>	<b>\$ 556,617</b>	<b>\$ 2,527,331</b>	<b>103%</b>
<b>Food Service Fund</b>					
State Revenue	\$ 137,134	\$ 138,505	\$ 24,838	\$ 65,217	47%
Federal Revenue	-	-	4,385	38,869	N/A
Food Sales	-	-	747	765	N/A
Transfer from General	16,098	20,095	25,461	25,461	127%
<b>Total Food Service Revenue</b>	<b>\$ 153,232</b>	<b>\$ 158,600</b>	<b>\$ 55,431</b>	<b>\$ 130,312</b>	<b>82%</b>
<b>Community Service Fund</b>					
Before/After School Care	\$ 48,000	\$ 40,800	\$ 365	\$ 56,200	138%
Children's House Tuition	84,825	84,825	5,212	83,205	98%
<b>Total Community Service Revenue</b>	<b>\$ 132,825</b>	<b>\$ 125,625</b>	<b>\$ 5,577</b>	<b>\$ 139,405</b>	<b>111%</b>
<b>Total Revenue- All Funds</b>	<b>\$ 2,642,819</b>	<b>\$ 2,736,459</b>	<b>\$ 617,625</b>	<b>\$ 2,797,048</b>	<b>102%</b>



Swan River Montessori Charter School  
Detail Expense  
As of June 30, 2025

FYTD: 100%

	Adopted Budget - 163ADM/ 163PU	Revised Budget - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
<b>Admin and Operations</b>					
100 Salaries	\$ 124,009	\$ 123,989	\$ 13,848	\$ 120,706	97%
200 Benefits	30,727	30,997	11,281	44,818	145%
305 Contracted Services	138,933	170,000	13,644	181,275	107%
320 Communication	6,026	6,026	-	4,449	74%
329 Postage	904	904	-	200	22%
330 Utilities	37,316	37,316	2,474	35,269	95%
340 Insurance	24,411	24,411	4,787	28,851	118%
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	4,045	27,686	115%
405 Purchased Software (405/406)	510	510	-	5,636	1105%
490 Food	460	460	-	252	55%
570 Building Lease	253,380	253,380	30,694	240,868	95%
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	25,461	25,461	127%
<b>Total Admin and Operations</b>	<b>\$ 685,114</b>	<b>\$ 720,428</b>	<b>\$ 105,495</b>	<b>\$ 739,286</b>	<b>103%</b>
<b>Instructional Support and Services</b>					
100 Salaries	\$ 615,585	\$ 612,741	\$ 130,901	\$ 598,818	98%
200 Benefits	152,528	153,185	21,036	115,548	75%
305 Contracted Services	-	-	3,098	3,714	0%
335 Short Term Lease	-	-	82	82	0%
360 Transportation - Field Trips	12,555	12,555	1,038	8,889	71%
366 Conferences/Professional Development	6,300	6,300	1,800	3,748	59%
369 Field Trips and Registration	-	-	-	13,071	0%
401 General Supplies	13,948	13,948	1,166	13,799	99%
405 Purchased Software (405/406)	-	-	-	737	0%
430 Instructional Supplies	29,756	29,756	1,574	4,090	14%
455 Technology Supplies	-	-	-	2,441	0%
461 Standardized Tests	2,625	2,625	-	-	0%
490 Food	-	-	407	398	0%
820 Dues & Memberships	1,103	1,103	13	2,988	271%
<b>Total Instructional Support and Services</b>	<b>\$ 834,400</b>	<b>\$ 832,213</b>	<b>\$ 161,115</b>	<b>\$ 768,323</b>	<b>92%</b>

Swan River Montessori Charter School  
Detail Expense  
As of June 30, 2025

FYTD: 100%

	Adopted Budget - 163ADM/ 163PU	Revised Budget - 163ADM/ 163PU	Monthly Activity	Year to Date	% of Budget
<b>Special Education</b>					
100 Salaries	\$ 361,907	\$ 436,155	\$ 71,620	\$ 446,583	102%
200 Benefits	89,672	109,039	13,407	75,335	69%
100 CEIS - Salaries		-	3,379	3,379	0%
200 CEIS - Benefits	-	-	541	541	0%
305 Contracted Services	7,166	7,166	-	-	0%
366 Conferences/Professional Development	1,130	1,130	124	3,348	296%
394 Payments to Other Agencies	316,654	316,654	56,632	377,169	119%
401 General Supplies	4,599	4,599	1,602	3,518	76%
405 Purchased Software	1,725	1,725	-	2,375	138%
430 Instructional Supplies	-	-	-	250	0%
433 Instructional Supplies- Ind	8,671	8,671	-	-	0%
<b>Total Special Education</b>	<b>\$ 791,524</b>	<b>\$ 885,139</b>	<b>\$ 147,304</b>	<b>\$ 912,497</b>	<b>103%</b>
<b>Title Programs</b>					
100 Salaries	-	16,536	5,574	20,792	126%
200 Benefits	-	4,134	950	3,446	83%
<b>Total Title Programs</b>	<b>-</b>	<b>20,670</b>	<b>6,524</b>	<b>24,238</b>	<b>117%</b>
<b>Total General Fund Expenditures</b>	<b>\$ 2,311,038</b>	<b>\$ 2,458,450</b>	<b>\$ 420,438</b>	<b>\$ 2,444,344</b>	<b>99%</b>
<b>Food Service Fund</b>					
100 Salaries	\$ 6,569	12,206	\$ 985	\$ 12,334	101%
200 Benefits	2,987	3,052	369	4,072	133%
401 General Supplies	-	-	2,730	12,530	0%
490 Food	143,342	143,342	14,762	104,009	73%
820 Dues & Memberships	-	-	-	700	0%
<b>Total Food Service</b>	<b>\$ 152,898</b>	<b>\$ 158,600</b>	<b>\$ 18,846</b>	<b>\$ 133,645</b>	<b>84%</b>
<b>Community Ed Fund</b>					
100 Salaries	\$ 99,266	83,136	\$ 15,648	\$ 85,997	103%
200 Benefits	20,992	21,202	3,145	16,902	80%
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%
<b>Total Community Ed</b>	<b>122,120</b>	<b>106,200</b>	<b>18,793</b>	<b>103,765</b>	<b>98%</b>
<b>Total Expense- All Funds</b>	<b>\$ 2,586,056</b>	<b>\$ 2,723,250</b>	<b>\$ 458,076</b>	<b>\$ 2,681,755</b>	<b>98%</b>

# NOTES TO THE FINANCIAL STATEMENTS

## JUNE 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.
- 



Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	1001			PERA		Wire	
			B 01 215 007	PERA			
PO#:	Voucher #:	14147	Invoice	Invoice No: S2025230	7/1/2025	Paid Amt:	\$1,723.34
						Check Amount:	\$1,723.34
SHBC	1002			TRA		Wire	
			B 01 215 006	TRA			
PO#:	Voucher #:	14148	Invoice	Invoice No: S2025230	7/1/2025	Paid Amt:	\$5,463.34
						Check Amount:	\$5,463.34
SHBC	1001			PERA		Wire	
			B 01 215 007	PERA			
PO#:	Voucher #:	14182	Invoice	Invoice No: S2025240	7/8/2025	Paid Amt:	\$489.46
						Check Amount:	\$489.46
SHBC	1002			TRA		Wire	
			B 01 215 006	TRA			
PO#:	Voucher #:	14183	Invoice	Invoice No: S2025240	7/8/2025	Paid Amt:	\$7,045.87
						Check Amount:	\$7,045.87
SHBC	1566			IRS		Wire	
			B 01 215 002	Federal Tax			
PO#:	Voucher #:	14184	Invoice	Invoice No: S2025240	7/8/2025	Paid Amt:	\$8,889.04
						Check Amount:	\$8,889.04
SHBC	1567			MN Dept. Revenue		Wire	
			B 01 215 003	State Tax			
PO#:	Voucher #:	14181	Invoice	Invoice No: S2025240	7/8/2025	Paid Amt:	\$1,424.04
						Check Amount:	\$1,424.04
SHBC	1616			MedSurety		Wire	
			E 01 005 110 000 305	HSA Fee			
PO#:	Voucher #:	14225	Invoice	Invoice No: DT070325	7/8/2025	Paid Amt:	\$30.00
			B 01 215 016	Payroll Deductions-Vision			
PO#:	Voucher #:	14180	Invoice	Invoice No: S2025240	7/8/2025	Paid Amt:	\$566.68
						Check Amount:	\$596.68
SHBC	1639			TSYS		Wire	
			E 01 005 110 000 305	Payment Processing Fees -July			
PO#:	Voucher #:	14224	Invoice	Invoice No: DT070225	7/8/2025	Paid Amt:	\$30.00
						Check Amount:	\$30.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	1053			City of Monticello		Wire
		E 01	005	810 000 330	Water & Sewer 503 Maple St 05/01/25-05/31/25	\$98.94
PO#:	Voucher #:	14222	Invoice	Invoice No: DT070125	7/1/2025	Paid Amt: \$98.94
PO#:	Voucher #:	14223	Invoice	Invoice No: DT070125	7/1/2025	Paid Amt: \$253.87
						Check Amount: \$352.81
SHBC	1001			PERA		Wire
		B 01	215	007	PERA	\$357.64
PO#:	Voucher #:	14214	Invoice	Invoice No: S2026010	7/22/2025	Paid Amt: \$357.64
						Check Amount: \$357.64
SHBC	1002			TRA		Wire
		B 01	215	006	TRA	\$5,155.78
PO#:	Voucher #:	14220	Invoice	Invoice No: S2025241	7/22/2025	Paid Amt: \$5,155.78
		B 01	215	006	TRA	\$1,026.80
PO#:	Voucher #:	14215	Invoice	Invoice No: S2026010	7/22/2025	Paid Amt: \$1,026.80
						Check Amount: \$6,182.58
SHBC	1050			SRCS Building Co		Wire
		E 01	005	850 000 348 570	Lease -July	\$16,531.67
PO#:	Voucher #:	14228	Invoice	Invoice No: DT071525	7/22/2025	Paid Amt: \$16,531.67
						Check Amount: \$16,531.67
SHBC	1052			Centerpoint Energy		Wire
		E 01	005	810 000 330	Gas Charges 500 Maple 06/09/25-07/09/25	\$157.27
PO#:	Voucher #:	14227	Invoice	Invoice No: DT070925	7/22/2025	Paid Amt: \$157.27
						Check Amount: \$157.27
SHBC	1052			Centerpoint Energy		Wire
		E 01	005	810 000 330	Gas Charges 503 Maple 06/09/25-07/09/25	\$24.29
PO#:	Voucher #:	14226	Invoice	Invoice No: DT070925	7/22/2025	Paid Amt: \$24.29
						Check Amount: \$24.29
SHBC	1054			Xcel Energy		Wire
		E 01	005	810 000 330	Electric Charges 05/05/25-06/04/25	\$1,583.15
PO#:	Voucher #:	14229	Invoice	Invoice No: 031589708	7/22/2025	Paid Amt: \$1,583.15
						Check Amount: \$1,583.15
SHBC	1566			IRS		Wire
		B 01	215	002	Federal Tax	\$1,354.41
PO#:	Voucher #:	14216	Invoice	Invoice No: S2026010	7/22/2025	Paid Amt: \$1,354.41

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	1566			IRS		Wire	
PO#:	Voucher #:	14221	Invoice	Invoice No: S2025241	7/22/2025	Paid Amt:	\$6,079.33 Check Amount: \$7,433.74
SHBC	1567			MN Dept. Revenue		Wire	
PO#:	Voucher #:	14218	Invoice	Invoice No: S2025241	7/22/2025	Paid Amt:	\$941.16 \$941.16
PO#:	Voucher #:	14213	Invoice	Invoice No: S2026010	7/22/2025	Paid Amt:	\$143.13 \$143.13 Check Amount: \$1,084.29
SHBC	1572			MN Unemployment Insurance		Wire	
PO#:	Voucher #:	14230	Invoice	Invoice No: DT072224	7/22/2025	Paid Amt:	\$8,351.00 \$8,351.00 Check Amount: \$8,351.00
SHBC	1001			PERA		Wire	
PO#:	Voucher #:	14219	Invoice	Invoice No: S2025241	7/22/2025	Paid Amt:	\$181.87 \$181.87 Check Amount: \$181.87
SHBC	1616			MedSurety		Wire	
PO#:	Voucher #:	14212	Invoice	Invoice No: S2026010	7/22/2025	Paid Amt:	\$741.67 \$741.67
PO#:	Voucher #:	14217	Invoice	Invoice No: S2025241	7/22/2025	Paid Amt:	\$325.01 \$325.01 Check Amount: \$1,066.68
SHBC	1530			Sherburne State Bank		Wire	
PO#:	Voucher #:	14231	Invoice	Invoice No: DT073125	7/31/2025	Paid Amt:	\$35.00 \$35.00 Check Amount: \$35.00
SHBC	1137			MN Assc of Charter Schools		Wire	
PO#:	Voucher #:	14242	Invoice	Invoice No: DT070925	7/9/2025	Paid Amt:	\$246.87 \$246.87 Check Amount: \$246.87
SHBC	1222			Blue Cross/Blue Shield of MN		Wire	
PO#:	Voucher #:	14243	Invoice	Invoice No: DT072425	7/29/2025	Paid Amt:	\$776.80 \$776.80 Check Amount: \$776.80

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	1184			US Bank - Credit Card		Wire
		E 01	005	105 000 000 899	US Bank June Statement	\$204.45
PO#:	Voucher #:	14244	Invoice	Invoice No: DT0710/25	7/31/2025	Paid Amt: \$204.45 Check Amount: \$204.45
SHBC	1184			US Bank - Credit Card		Wire
		E 01	005	105 000 000 899	US Bank CC	\$1,640.40
PO#:	Voucher #:	14245	Invoice	Invoice No: DT072125	7/21/2025	Paid Amt: \$1,640.40 Check Amount: \$1,640.40
SHBC	18597	1204		Adam's Pest Control, Inc.		Check
		E 01	005	810 000 000 305	Prevention Plus	\$118.70
		E 01	005	110 000 000 305	Finance Fee	\$2.58
PO#:	Voucher #:	14186	Invoice	Invoice No: 4062661	7/17/2025	Paid Amt: \$121.28
		E 01	005	810 000 000 305	Preventin Plus	\$150.00
PO#:	Voucher #:	14187	Invoice	Invoice No: 4081146	7/17/2025	Paid Amt: \$150.00
		E 01	005	810 000 000 305	Prevention Plus	\$85.00
PO#:	Voucher #:	14188	Invoice	Invoice No: 4129724	7/17/2025	Paid Amt: \$85.00 Check Amount: \$356.28
SHBC	18598	1679		Angie Paquette		Check
		E 01	010	640 000 000 366	Reimbursement- PELSB Sub License	\$57.00
PO#:	Voucher #:	14189	Invoice	Invoice No: DT07142025	7/17/2025	Paid Amt: \$57.00 Check Amount: \$57.00
SHBC	18599	1222		Blue Cross/Blue Shield of MN		Check
		B 01	215	009	Insurance Premiums Dental July	\$388.40
PO#:	Voucher #:	14190	Invoice	Invoice No: 250602317232	7/17/2025	Paid Amt: \$388.40 Check Amount: \$388.40
SHBC	18600	1222		Blue Cross/Blue Shield of MN		Check
		B 01	215	016	Insurance Premiums Vision June	\$86.96
PO#:	Voucher #:	14191	Invoice	Invoice No: 250701032186	7/17/2025	Paid Amt: \$86.96 Check Amount: \$86.96
SHBC	18601	1283		City View Electric Inc.		Check
		E 01	005	810 000 000 305	Fire Alarm Monitoring 07/02/25-07/01/25	\$336.00
PO#:	Voucher #:	14192	Invoice	Invoice No: 48570	7/17/2025	Paid Amt: \$336.00 Check Amount: \$336.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18602	1045		CMERDC		Check
			E 01 005 110 000 000 465	Copier Base Rate/Usage		
PO#:	Voucher #:	14193	Invoice	Invoice No: 200818	7/17/2025	Paid Amt: \$226.28 Check Amount: \$226.28
SHBC	18603	1612		Colonial Life		Check
			B 01 215 011	Supplemental Benefits-06/01, 06/16		
PO#:	Voucher #:	14194	Invoice	Invoice No: 5714381-0601394	7/17/2025	Paid Amt: \$61.84 Check Amount: \$61.84
SHBC	18604	1482		Designs for Learning INC		Check
			E 01 010 404 000 740 394	DAPE Services T Anderson 05/05/25-05/16/25 ;		
			E 01 010 420 000 740 394	SpEd Psych S Kelley 05/26/25 2h @ \$110		
			E 01 010 420 000 740 394	SpEd Social Worker 05/05/25-05/16/25 82.5h @		
			E 01 005 740 000 000 305	Gen Ed Social Worker 5h @ \$105		
PO#:	Voucher #:	14195	Invoice	Invoice No: 20250531155	7/17/2025	Paid Amt: \$10,195.00
			E 01 010 420 000 740 305	SpEd Services 07/01/25		
PO#:	Voucher #:	14196	Invoice	Invoice No: 26-0001	7/17/2025	Paid Amt: \$4,725.00
			E 01 005 110 000 000 305	HR Services June		
PO#:	Voucher #:	14197	Invoice	Invoice No: 25-0938	7/17/2025	Paid Amt: \$656.25 Check Amount: \$15,576.25
SHBC	18605	1636		EdFinMN		Check
			E 01 005 110 000 000 305	Accounting/Consulting Fees -July		
PO#:	Voucher #:	14198	Invoice	Invoice No: 2515	7/17/2025	Paid Amt: \$4,635.00 Check Amount: \$4,635.00
SHBC	18606	1700		JD Outdoor Services		Check
			E 01 005 810 000 000 305	Lawn Care		
PO#:	Voucher #:	14199	Invoice	Invoice No: 5188	7/17/2025	Paid Amt: \$470.38 Check Amount: \$470.38
SHBC	18607	1549		Loffler Companies, INC		Check
			E 01 005 110 000 000 465	Copier - computer service July		
PO#:	Voucher #:	14200	Invoice	Invoice No: 5065778	7/17/2025	Paid Amt: \$149.50 Check Amount: \$149.50
SHBC	18608	1618		MN PEIP		Check
			B 01 215 015	Health Insurance -July		
PO#:	Voucher #:	14201	Invoice	Invoice No: 1520927	7/17/2025	Paid Amt: \$6,598.20 Check Amount: \$6,598.20



Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
SHBC	18609	1071		MN School Boards Association		Check	
			E 01	005 010 000 000 820	Membership Fees FY26		\$4,075.00
PO#:	Voucher #:		14202	Invoice	Invoice No: INV-13952-T6M9T0	7/17/2025	Paid Amt: \$4,075.00 Check Amount: \$4,075.00
SHBC	18610	1661		Nova Education Consultants		Check	
			E 01	010 410 000 740 394	OT Services 06/16/25-06/27/26 27.25h@ \$110		\$2,997.50
			E 01	010 420 000 740 305	SpEd Director K Zehowski 06/16/25-0627/25 28		\$4,200.00
PO#:	Voucher #:		14203	Invoice	Invoice No: 3330	7/17/2025	Paid Amt: \$7,197.50
			E 01	010 420 000 740 305	SpEd Director K Cehowski 07/07/26 .25h @ \$1		\$37.50
PO#:	Voucher #:		14204	Invoice	Invoice No: 3378	7/17/2025	Paid Amt: \$37.50 Check Amount: \$7,235.00
SHBC	18611	1690		Perfection Plus, Inc		Check	
			E 01	005 810 000 000 401	Facility Supplies		\$8.75
			E 01	005 810 000 000 305	Janitorial Services		\$138.00
PO#:	Voucher #:		14205	Invoice	Invoice No: 315777	7/17/2025	Paid Amt: \$146.75 Check Amount: \$146.75
SHBC	18612	1698		Rebecca McMullens		Check	
			E 01	005 110 000 000 305	MARSS Reports 06/05/25-06/26/25		\$297.50
PO#:	Voucher #:		14206	Invoice	Invoice No: 717	7/17/2025	Paid Amt: \$297.50 Check Amount: \$297.50
SHBC	18613	1131		REGION V COMPUTER SERVICES		Check	
			E 01	005 110 000 000 405	Quarterly Membership Fee FY26 Q1		\$1,178.00
PO#:	Voucher #:		14207	Invoice	Invoice No: 18087	7/17/2025	Paid Amt: \$1,178.00 Check Amount: \$1,178.00
SHBC	18614	1703		Renaissance Learning Inc		Check	
			E 01	010 203 000 000 406	FastBridge Subscription		\$1,428.80
PO#:	Voucher #:		14208	Invoice	Invoice No: INV5565623	7/17/2025	Paid Amt: \$1,428.80 Check Amount: \$1,428.80
SHBC	18615	1181		SFM		Check	
			E 01	005 110 000 000 270	Workers Comp		\$6,370.00
PO#:	Voucher #:		14209	Invoice	Invoice No: 3632624	7/17/2025	Paid Amt: \$6,370.00 Check Amount: \$6,370.00
SHBC	18616	1067		WH Security, LLC		Check	
			E 01	005 810 000 000 305	Alarm monitoring		\$265.45
PO#:	Voucher #:		14210	Invoice	Invoice No: DT062725	7/17/2025	Paid Amt: \$265.45 Check Amount: \$265.45

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
SHBC	18617	1275		WM Corporate Services, INC		Check
			E 01	005 810 000 330	Garbage/Recycling-June	\$572.87
PO#:	Voucher #:	14211	Invoice	Invoice No: 7374846-1767-2	7/17/2025	
Paid Amt: \$572.87						Check Amount: \$572.87
Report Total:						\$122,383.74

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
3365 07.15.25 IDEAS	4137	SHBC	D0725	3422	Credit	A	07/15/25	4137 R 01 005 000 000 211	Check 1	MDE				Receipt Total:	70,687.05	0.00
																\$0.00
															<b>\$70,687.05</b>	<b>\$0.00</b>
3366 07.15.25 MEGS	4137	SHBC	D0725	3423	Credit	A	07/15/25	4137 B 01 122 000 4137 B 01 122 000	Check 1	MDE	FY25-F401 FY25-F401		Receipt Total:	6,523.12 1.11	0.00 0.00	
															\$0.00	
														<b>\$6,524.23</b>	<b>\$0.00</b>	
3367 07.30.25 IDEAS	4137	SHBC	D0725	3424	Credit	A	07/30/25	4137 R 01 005 000 000 211	Check 1	MDE	General Education Aid		Receipt Total:	70,517.54	0.00	
															\$0.00	
														<b>\$70,517.54</b>	<b>\$0.00</b>	
3368 07.23.25 SWIFT	4137	SHBC	D0725	3425	Credit	A	07/31/25	4137 B 02 121 000 4137 B 02 121 000 4137 B 02 122 000 4137 B 02 122 000 4137 B 02 122 000 4137 B 02 122 000	Check 1	MDE	FY25-State Lunch FY25-State Breakfast FY25-Fed Lunch FY25-Fed Lunch FY25-Fed Breakfast FY25 Free/Reduced		Receipt Total:	652.72 133.92 21.33 99.54 124.41 327.27	0.00 0.00 0.00 0.00 0.00 0.00	
															\$0.00	
														<b>\$70,517.54</b>	<b>\$0.00</b>	
3369 Interest July	4137	SHBC	D0725	3426	Credit	A	07/31/25	4137 R 01 005 000 000 092	Check 1	Misc	Interest Earnings		Receipt Total:	516.35	0.00	
															\$0.00	
														<b>\$1,359.19</b>	<b>\$0.00</b>	
Report Total:														\$149,604.36	\$0.00	



# Swan River Montessori Monthly Financials

---

July 2025

---

EdFinMN

FINANCE AND ACCOUNTING SERVICES FOR CHARTER  
SCHOOL AND EDUCATION SUPPORT ORGANIZATIONS

# Swan River Montessori Financial Highlights

July 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:

- \$626,248 Cash balance at end of the month
- \$44,877 State receivables which represents an initial estimate for the beginning of the accrual for the current year hold back
- \$378,569 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- \$69,366 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:

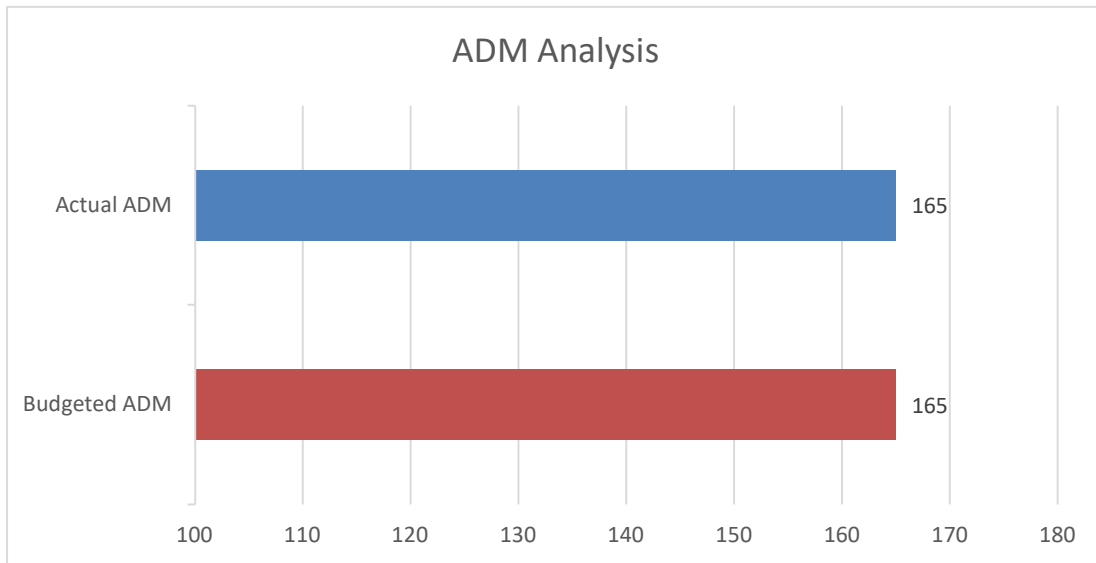
- Adopted Budget: 165 ADM
- Working Budget: 165 ADM
- Actual ADM 165
- 8% Percent of the fiscal year completed
- 7% YTD revenue as a percent of budget based on the working budget.
- 2% YTD expenses as a percent of budget based on the working budget.
- \$979,492 Projected year end fund balance
- 39% Projected ending fund balance as a % of expense budget

---

## Cash Flow:

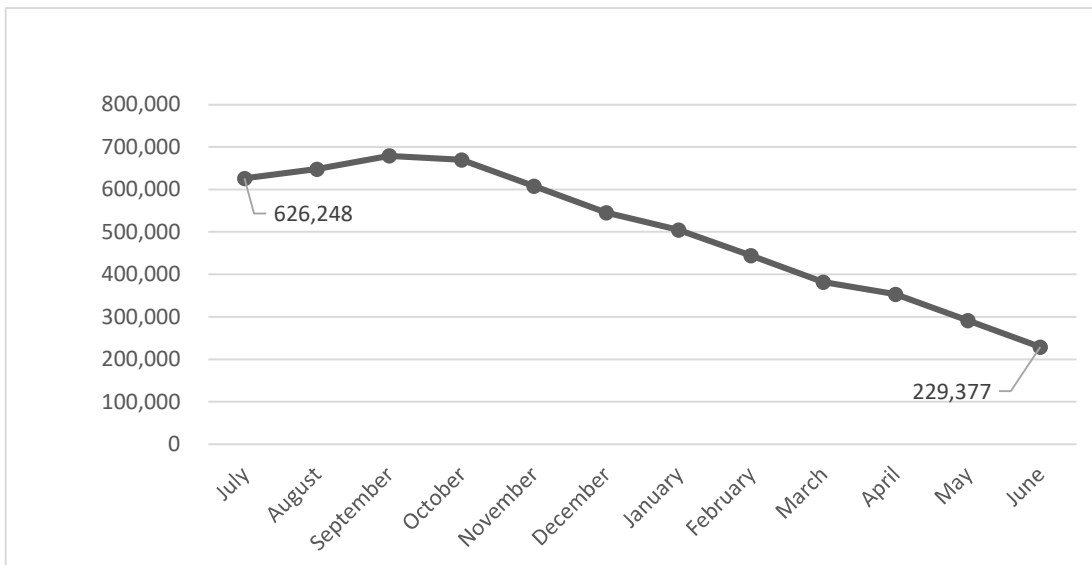
- Estimated cash balance as of June 30, 2025  
\$ 229,377

### Enrollment/ADM's



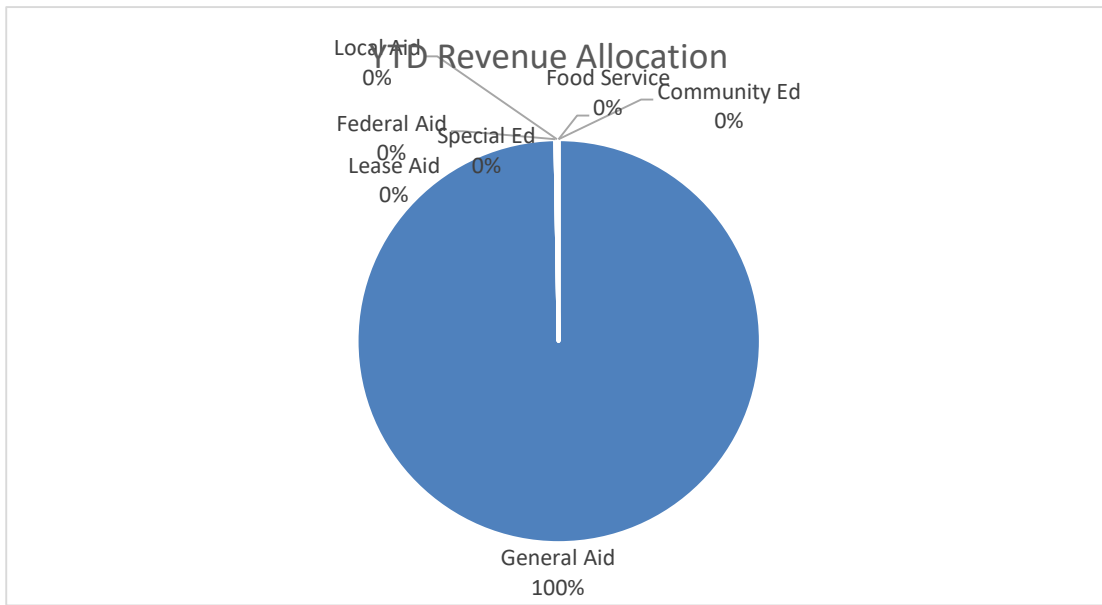
Monitoring the school's budgeted ADM vs. the actual ADM is one of the most important analytical revenue reviews. Variance from the budgeted ADM must be reviewed and understood.

### Cash Flow Projection



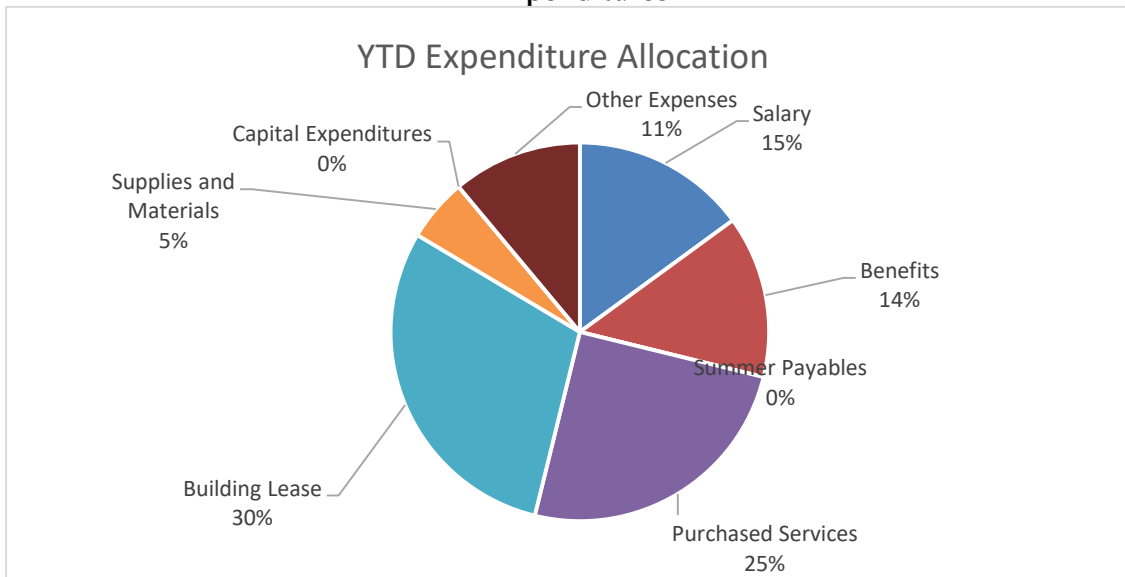
Swan River's cash balance is expected to increase slightly during fiscal 2026.

## 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 July 31, 2025**

<b>Assets</b>		<b>As of Month-End</b>	
Cash			626,248
MDE Receivable - Current year estimate			44,877
MDE Receivable - Prior year			378,569
Federal Receivable			3,607
Total Assets	\$		1,053,301
<b>Liabilities</b>			
Salary and Benefits Payable	\$		69,366
Total Liabilities	\$		69,366
<b>Fund Balance</b>			
Beginning - Unaudited	\$		852,976
Change in Fund Balance			130,959
Ending- Projected	\$		983,935
Total Liabilities and Fund Balance	\$		1,053,301

*\*\*Current year based on estimated, primarily for ADM numbers.\*\**



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

<b>Revenue</b>	<b>Adopted Budget - 165 ADM</b>	<b>Working Forecast - 165 ADM</b>	<b>Monthly Activity</b>	<b>Year to Date</b>	<b>% of Budget</b>
State Aids	\$ 2,402,172	\$ 2,402,172	\$ 141,205	\$ 186,082	7.7%
Federal Aids	133,246	133,246	-	-	0.0%
Local	103,725	103,725	516	516	0.5%
<b>Total</b>	<b>\$ 2,652,884</b>	<b>\$ 2,652,884</b>	<b>\$ 141,721</b>	<b>\$ 186,598</b>	<b>7.0%</b>
<b>Expense</b>					
Salary	\$ 1,176,531	\$ 1,176,531	\$ 8,320	\$ 8,321	0.7%
Benefits	295,437	295,437	7,723	7,723	2.6%
Summer Payables	-	-	-	-	NA
Purchased Services	619,905	619,905	13,914	13,914	2.2%
Supplies and Materials	223,023	223,023	2,983	2,983	1.3%
Capital Expenditures	174,578	174,578	16,532	16,532	9.5%
Other Expenses	36,894	36,894	6,167	6,167	16.7%
<b>Total</b>	<b>\$ 2,526,368</b>	<b>\$ 2,526,368</b>	<b>\$ 55,639</b>	<b>\$ 55,639</b>	<b>2.2%</b>
<b>Change in Fund Balance</b>	<b>\$ 126,516</b>	<b>\$ 126,516</b>	<b>\$ 86,082</b>	<b>\$ 130,959</b>	
<b>Beginning Fund Balance</b>	<b>852,976</b>	<b>852,976</b>	<b>852,976</b>	<b>852,976</b>	
<b>Ending- Projected</b>	<b>\$ 979,492</b>	<b>\$ 979,492</b>	<b>\$ 939,058</b>	<b>\$ 983,935</b>	
<b>FB as a % of Exp</b>					
	39%	39%			

	<b>Beginning Fund Balance 7/1/2024 -</b>		<b>Projected Expenditures</b>	<b>Projected Fund Balance 6/30/2025</b>	<b>Profit (Loss) CY</b>
<b>Fund</b>	<b>Audited</b>	<b>Projected Revenues</b>			
General Fund 1	699,039	2,395,348	2,283,940	810,447	111,408
Food Service Fund 2	3,333	131,911	131,911	3,333	-
Community Service Fund 4	35,312	125,625	110,517	50,420	15,108
	<b>737,684</b>	<b>2,652,884</b>	<b>2,526,368</b>	<b>864,200</b>	<b>126,516</b>

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

8% Year Complete

	Adopted Budget - 165 ADM	Working Forecast - 165 ADM	Monthly Activity	Year to Date	% of Budget
<b>General Fund</b>					
<b>State Aid</b>					
General Aid	\$ 1,292,881	\$ 1,292,881	\$ 141,205	\$ 141,205	11%
Special Ed	731,483	731,483	-	-	0%
Compensatory	49,171	49,171	-	-	0%
Lease Aid	157,120	157,120	-	-	0%
Literacy Incentive Aid	17,793	17,793	-	-	0.0%
Hourly Worker Unemployment	37,574	37,574	-	-	0.0%
School Library Aid	20,000	20,000	-	-	0.0%
Student Support Aid	20,000	20,000	-	-	0.0%
State Aid Receivables*	-	-	-	44,877	N/A
Total State Aid	\$ 2,326,022	\$ 2,326,022	\$ 141,205	\$ 186,082	8%
<b>Federal Aid</b>					
Title I	\$ 24,114	\$ 24,114	\$ -	\$ -	0%
Special Ed	26,312	26,312	-	-	0%
Total Federal Aid	\$ 50,426	\$ 50,426	\$ -	\$ -	0%
<b>Local Aid and Donation</b>					
Interest	\$ 500	\$ 500	\$ 516	\$ 516	103%
Miscellaneous	400	400	-	-	0.0%
Donations and Other	10,000	10,000	-	-	0%
Fees for Services	8,000	8,000	-	-	0%
Total Local and Donation	\$ 18,900	\$ 18,900	\$ 516	\$ 516	3%
<b>Total General Fund Revenue</b>	<b>\$ 2,395,348</b>	<b>\$ 2,395,348</b>	<b>\$ 141,721</b>	<b>\$ 186,598</b>	<b>8%</b>
<b>Food Service Fund</b>					
State Revenue	\$ 35,350	\$ 35,350	\$ -	\$ -	0%
Federal Revenue	82,820	82,820	-	-	0%
Transfer from General	13,741	13,741	-	-	0%
<b>Total Food Service Revenue</b>	<b>\$ 131,911</b>	<b>\$ 131,911</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Community Service Fund</b>					
Before/After School Care	\$ 40,800	\$ 40,800	\$ -	\$ -	0%
Children's House Tuition	84,825	84,825	-	-	0%
<b>Total Community Service Revenue</b>	<b>\$ 125,625</b>	<b>\$ 125,625</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Revenue- All Funds</b>	<b>\$ 2,652,884</b>	<b>\$ 2,652,884</b>	<b>\$ 141,721</b>	<b>\$ 186,598</b>	<b>7%</b>

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

FYTD: 8%

	Adopted Budget - 165 ADM	Working Forecast - 165 ADM	Monthly Activity	Year to Date	% of Budget
<b>Admin and Operations</b>					
100 Salaries	\$ 119,397	\$ 119,397	\$ 5,007	\$ 5,007	4%
200 Benefits	36,587	36,587	7,288	7,288	20%
305 Contracted Services	158,500	158,500	6,841	6,841	4%
320 Communication	5,971	5,971	-	-	0%
329 Postage	896	896	-	-	0%
330 Utilities	39,182	39,182	2,118	2,118	5%
340 Insurance	25,632	25,632	-	-	0%
350 Repairs & Maintenance	2,081	2,081	-	-	0%
366 Conferences/Professional Development	5,202	5,202	-	-	0%
401 General Supplies	23,881	23,881	376	376	2%
405 Purchased Software (405/406)	520	520	1,178	1,178	227%
490 Food	416	416	-	-	0%
570 Building Lease	174,578	174,578	16,532	16,532	9%
820 Dues & Memberships	21,995	21,995	4,322	4,322	20%
899 Misc Expenses - Missing Support	-	-	1,845	1,845	0%
910 Transfers to Other Funds	13,741	13,741	-	-	0%
<b>Total Admin and Operations</b>	<b>\$ 628,579</b>	<b>\$ 628,579</b>	<b>\$ 45,507</b>	<b>\$ 45,507</b>	<b>7%</b>
<b>Instructional Support and Services</b>					
100 Salaries	\$ 575,809	\$ 575,809	\$ 180	\$ 180	0%
200 Benefits	153,691	153,691	27	27	0%
1XX/2XX Summer Payable	-	-	-	-	NA
360 Transportation - Field Trips	13,183	13,183	-	-	0%
366 Conferences/Professional Development	6,615	6,615	57	57	1%
401 General Supplies	14,646	14,646	-	-	0%
405 Purchased Software (405/406)	-	-	1,429	1,429	0%
430 Instructional Supplies	31,244	31,244	-	-	0%
461 Standardized Tests	2,756	2,756	-	-	0%
820 Dues & Memberships	1,158	1,158	-	-	0%
<b>Total Instructional Support and Services</b>	<b>\$ 799,102</b>	<b>\$ 799,102</b>	<b>\$ 1,693</b>	<b>\$ 1,693</b>	<b>0%</b>

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

FYTD: 8%

	Adopted Budget - 165 ADM	Working Forecast - 165 ADM	Monthly Activity	Year to Date	% of Budget
<b>Special Education</b>					
100 Salaries	\$ 377,118	\$ 377,118	\$ 2,425	\$ 2,425	1%
200 Benefits	100,657	100,657	408	408	0%
1XX/2XX Summer Payable	-	-	-	-	NA
305 Contracted Services	7,525	7,525	4,763	4,763	63%
366 Conferences/Professional Development	1,186	1,186	-	-	0%
394 Payments to Other Agencies	332,487	332,487	-	-	0%
401 General Supplies	4,829	4,829	-	-	0%
405 Purchased Software	1,984	1,984	-	-	0%
433 Instructional Supplies- Ind	9,104	9,104	-	-	0%
<b>Total Special Education</b>	<b>\$ 834,890</b>	<b>\$ 834,890</b>	<b>\$ 7,595</b>	<b>\$ 7,595</b>	<b>1%</b>
<b>Title Programs</b>					
100 Salaries	16,867	16,867	-	-	0%
200 Benefits	4,502	4,502	-	-	0%
<b>Total Title Programs</b>	<b>21,369</b>	<b>21,369</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total General Fund Expenditures</b>	<b>\$ 2,283,940</b>	<b>\$ 2,283,940</b>	<b>\$ 54,795</b>	<b>\$ 54,795</b>	<b>2%</b>
<b>Food Service Fund</b>					
490 Food	131,911	131,911	-	-	0%
<b>Total Food Service</b>	<b>\$ 131,911</b>	<b>\$ 131,911</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Community Ed Fund</b>					
100 Salaries	\$ 87,340	\$ 87,340	\$ 709	\$ 709	1%
200 Benefits	21,202	21,202	135	135	1%
394 Field Trips	243	243	-	-	0%
401 General Supplies	1,489	1,489	-	-	0%
820 Dues & Memberships	243	243	-	-	0%
<b>Total Community Ed</b>	<b>110,517</b>	<b>110,517</b>	<b>844</b>	<b>844</b>	<b>1%</b>
<b>Total Expense- All Funds</b>	<b>\$ 2,526,368</b>	<b>\$ 2,526,368</b>	<b>\$ 55,639</b>	<b>\$ 55,639</b>	<b>2%</b>

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

11 Months Remaining

Cash Receipts	Budget	Monthly Activity	Year to Date	August	September	October	November	December	January	February	March	April	May	June
State Aids- Current Year	\$ 2,326,022	\$ 141,205	\$ 141,205	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372	\$ 141,372
State Aids- Prior Year	378,569	-	-	83,993	90,088	39,886	-	-	8,416	1,838	-	21,182	-	-
Federal - Current Year	50,426	-	-	-	-	12,607	-	-	12,607	-	-	12,607	-	-
Federal - Prior Year	3,607	-	-	-	3,607	-	-	-	-	-	-	-	-	-
Local	144,525	516	516	-	-	-	-	-	-	-	-	-	-	-
Food Service	131,911	-	-	11,392	11,392	11,392	11,392	11,392	11,392	11,392	11,392	11,392	11,392	11,392
Total Inflows	\$ 3,035,060	\$ 141,721	\$ 141,721	\$ 236,757	\$ 246,459	\$ 205,257	\$ 152,764	\$ 152,764	\$ 173,787	\$ 154,602	\$ 152,764	\$ 186,553	\$ 152,764	\$ 152,764
Expense														
Salary	\$ 1,176,531	\$ 8,320	\$ 8,321	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044	\$ 98,044
Benefits	295,437	7,723	7,723	24,620	24,620	24,620	24,620	24,620	24,620	24,620	24,620	24,620	24,620	24,620
Purchased Services	619,905	13,914	13,914	55,090	55,090	55,090	55,090	55,090	55,090	55,090	55,090	55,090	55,090	55,090
Supplies and Materials	223,023	2,983	2,983	20,004	20,004	20,004	20,004	20,004	20,004	20,004	20,004	20,004	20,004	20,004
Capital Expenditures	174,578	16,532	16,532	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368
Other Expenses	36,894	6,167	6,167	2,793	2,793	2,793	2,793	2,793	2,793	2,793	2,793	2,793	2,793	2,793
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Outflows	\$ 2,526,368	\$ 55,639	\$ 55,639	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919	\$ 214,919
Change in Cash	\$ 21,838	\$ 31,540	\$ (9,662)	\$ (62,155)	\$ (62,155)	\$ (41,132)	\$ (60,317)	\$ (62,155)	\$ (28,366)	\$ (62,155)	\$ (28,366)	\$ (62,155)	\$ (62,155)	\$ (62,155)
Beginning	\$ 626,248	\$ 648,086	\$ 679,627	\$ 669,965	\$ 607,810	\$ 545,655	\$ 504,523	\$ 444,207	\$ 382,052	\$ 353,686	\$ 291,531			
Line of Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending- Projected	\$ 648,086	\$ 679,627	\$ 669,965	\$ 607,810	\$ 545,655	\$ 504,523	\$ 444,207	\$ 382,052	\$ 353,686	\$ 291,531	\$ 229,377			

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

11 Months Remaining

Cash Receipts	Budget	Monthly Activity	Year to Date	Total	Budget	Remaining
State Aids- Current Year	\$ 2,326,022	\$ 141,205	\$ 141,205	\$ 1,696,297	\$ 2,326,022	\$ 629,725
State Aids- Prior Year	378,569	-	-	245,403	378,569	-
Federal - Current Year	50,426	-	-	37,820	50,426	12,607
Federal - Prior Year	3,607	-	-	3,607	3,607	-
Local	144,525	516	516	516	144,525	-
Food Service	131,911	-	-	125,315	131,911	6,596
Total Inflows	\$ 3,035,060	\$ 141,721	\$ 141,721	\$ 2,108,958	\$ 3,035,060	\$ 648,927

Expense						
Salary	\$ 1,176,531	\$ 8,320	\$ 8,321	\$ 1,086,807	\$ 1,176,531	\$ 89,724
Benefits	295,437	7,723	7,723	278,540	295,437	16,897
Purchased Services	619,905	13,914	13,914	619,905	619,905	-
Supplies and Materials	223,023	2,983	2,983	223,023	223,023	-
Capital Expenditures	174,578	16,532	16,532	174,578	174,578	-
Other Expenses	36,894	6,167	6,167	36,894	36,894	-
Accounts Payable	-	-	-	-	-	-
Total Outflows	\$ 2,526,368	\$ 55,639	\$ 55,639	\$ 2,419,747	\$ 2,526,368	\$ 106,621

Change in Cash \$ (310,789)

Beginning  
Line of Credit  
Ending- Projected

Days Cash on Hand  
35

# NOTES TO THE FINANCIAL STATEMENTS

July 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.
- 

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

EdFin  
MN

---

EdFinMN | 1400 Van Buren St. NE #200 | Minneapolis | MN | 55413  
| [www.edfinmn.org](http://www.edfinmn.org) | [info@edfinmn.org](mailto:info@edfinmn.org)

Adopted:

Revised:

## **ELECTRONIC FUNDS TRANSFERS - 735**

### **PURPOSE**

The purpose of this policy is to establish and authorize procedures for electronic transfer of district funds

### **GENERAL STATEMENT OF POLICY**

It is the policy of this school district to establish that for any transfer of funds request, an additional requirement is imposed for the first transfer to any account. The authorized employee who is processing the transfer must confirm the transfer by verbal communication with the recipient over a verified phone number prior to authorizing or requesting the transfer.

### **AUTHORIZED EMPLOYEES**

The Executive Director and Account Manager are authorized to process electronic funds transfers on behalf of the district. No other district employees are authorized to process electronic funds transfers on behalf of the district.



Adopted:

Revised:

## **Selection and Review of Library and Instructional Materials Policy - 602**

### **Purpose**

This policy guides the selection of instructional texts, library resources, and materials within Swan River Montessori Charter School (SRMCS).

### **General Statement of Policy**

The SRMCS School Board acknowledges that selecting instructional texts and materials is a critical aspect of the school's curriculum and library program. The School Board affirms its authority to make final decisions regarding the selection of all instructional and library materials.

### **Responsibility for Selection**

While the SRMCS School Board retains ultimate authority in selecting instructional texts and materials, it recognizes the importance of professional staff expertise in making recommendations. The School Board delegates this responsibility to the Executive Director or their designee. The School Board will periodically request updates from the Executive Director regarding the use of this authority.

In the selection process, professional staff will prioritize materials that:

1. Align with SRMCS academic standards.
2. Are appropriate for the age and maturity levels of students.
3. Encourage respect for cultural diversity and differing opinions.
4. Conform to the school's budgetary constraints.
5. Are primarily in English, with exceptions for world language courses or statutory requirements (Minn. Stat. § 124D.61).
6. Allow for the study of foundational American documents, including those that contributed to the creation and preservation of the nation's representative government, the Bill of Rights, its free-market system, and national pride.

7. Avoid censorship of American or Minnesota history based on religious references in original documents, speeches, writings, or proclamations.

The Executive Director or their designee is responsible for creating procedures and guidelines to ensure an efficient, transparent, and inclusive process for reviewing and recommending instructional and library materials. These guidelines will provide opportunities for input from students, parents, and the broader community and may involve advisory committees in coordination with curriculum and library development efforts.

## Selection and Review Process

The Executive Director or their designee will keep the SRMCS School Board informed about the progress of the instructional and library materials review and selection process.

## Request for Review of Instructional or Library Materials

The SRMCS School Board acknowledges that differing opinions may arise regarding materials used in the school. The school will provide a process for families and community members to request a review of specific texts or materials.

The Executive Director or their designee will develop clear procedures for requesting the reconsideration of instructional or library materials.

## Controversial Issues

Controversial issues may be addressed at SRMCS if the following criteria are met:

1. The issue is relevant to the course of study or current events and offers opportunities for critical thinking, empathy, and understanding different viewpoints.
2. The issue is meaningful to students' concerns.
3. Sufficient factual information is available to present alternative viewpoints.
4. All perspectives are fairly represented and supported by established facts.
5. The issue can be understood and defined by students.
6. Staff do not use their position to express personal religious, political, economic, or social biases with the intent to persuade students.
7. Discussions arise from students, current events, or established curriculum—not from external sources.

8. Discussions respect all individuals, avoiding negative portrayals based on protected classes as outlined in SRMCS Policy 413.
9. Presentations (oral or written) comply with state and federal laws.

The Executive Director has the authority to assess whether these conditions are met.

## Legal References

- Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Knowledge and Skills)
- Minn. Stat. § 120B.235 (American Heritage Education)
- Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
- Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
- Minn. Stat. §§ 124D.59 – 124D.61 (Education for English Learners Act)
- Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
- *Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)
- *Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8th Cir. 1982)

Adopted:

Revised:

## **Staff Evaluation and Professional Development Policy**

### **Purpose**

This policy outlines the evaluation and professional development framework for all school staff. It ensures compliance with Minnesota statutory requirements, supports staff growth, and promotes high-quality instruction aligned with SRMCS's mission of providing a strong Montessori education to all students.

### **Policy Statement**

Swan River Montessori Charter School (SRMCS) is committed to supporting the professional growth of its employees and maintaining accountability through a structured, standards-aligned evaluation process. The SRMCS Administration is responsible for ensuring that all evaluations and staff development efforts align with the school's mission, vision, and strategic goals.

### **Evaluation Process by Staff Category**

#### **A. Licensed/Certified Staff**

SRMCS follows a comprehensive teacher evaluation model in compliance with Minnesota statutes.

This model includes:

#### **Core Evaluation Elements**

1. A three-year professional review cycle for all licensed teachers that includes:
  - a. An individual growth and development plan
  - b. A peer review process
  - c. At least one summative evaluation every three years conducted by a qualified and trained evaluator
  - d. Peer review in the years when a summative evaluation is not conducted
2. Use of student growth measures accounting for 35% of the summative evaluation
3. Two formal observations annually by trained evaluators

4. A Fall goal-setting conversation between teacher and evaluator
5. Use of an observation rubric that incorporates:
  - a. Culturally responsive methodologies
  - b. Longitudinal data on student engagement, academic connection, and other outcome measures aligned with:
    - i. The Montessori curriculum
    - ii. Academic literacy
    - iii. Oral academic language
    - iv. Achievement outcomes, including for English learners

*Note: While SRMCS has an existing evaluation process in place, this policy formally updates and expands that process to meet all current statutory requirements.*

## **B. Non-Licensed Staff**

Non-licensed staff (e.g., Educational Assistants, Paraprofessionals, hourly and salaried support staff) will participate in an annual Spring summative evaluation, which will assess:

1. Accomplishments and strengths
2. Areas for development and growth
3. Job knowledge and skills
4. Quality of work
5. Communication, cooperation, and teamwork
6. Attendance and reliability
7. Professionalism

Staff will be provided the evaluation rubric in advance and encouraged to submit relevant documentation of their work.

---

## **Ongoing Staff Development**

SRMCS will provide professional development throughout the year to ensure continuous growth and excellence in instructional practice. Staff development is intended to:

- Improve student achievement using Montessori best practices in academic and experiential learning areas
- Support diverse learners, including at-risk students, students with disabilities, multilingual learners, and gifted students
- Deliver culturally inclusive curriculum aligned with state diversity rules and Montessori cultural learning continuums
- Foster collaboration, including mentoring and peer coaching programs
- Promote positive school culture through social-emotional learning, conflict resolution training, and behavior expectations
- Develop leadership skills among instructional and site-based leadership staff

## **Highly Qualified Support Staff Requirements**

### **Training Requirements**

As required by Minnesota Statutes §§ 120B.363 and 121A.642, all Special Education Paraprofessionals and Educational Assistants must complete training in:

- Student characteristics
- Teaching and learning environments
- Academic instructional techniques
- Behavior management and ethical responsibilities
- Emergency protocols and confidentiality
- Reporting obligations and school discipline policies
- Building orientation and job-specific expectations

This training must be completed before the first instructional day or within 30 days of hire and may be delivered digitally or in person. It may also include collaborative planning with teaching staff.

### **Annual Compliance Certification**

SRMCS Administration will certify annual compliance with training mandates and submit documentation to the Minnesota Department of Education (MDE) as required.

### **Highly Qualified Status Verification**

Educational Assistants and Paraprofessionals must be deemed highly qualified through one of the following:

- Completion of 60 or more college credits from an accredited institution
- Holding an Associate's Degree or higher
- Passing a state-approved paraprofessional assessment, including:
  - a. Paraeducator Assessments (MN passing scores: 65% in Instructional Support, 70% in Knowledge & Application)
  - b. ParaPro Assessment (MN passing score: 460)

The Minnesota Voluntary Paraprofessional Credential (administered by PELSB) is encouraged but not required.

### **Documentation**

SRMCS Administration will collect and retain both digital and hardcopy documentation verifying all required qualifications for applicable staff.

## Swan River Montessori Charter School

Adopted:

Reviewed:

### **Student Cell Phone Policy - 513**

#### General Statement of Policy

This policy establishes clear and consistent rules regarding student possession and use of cell phones and other personal electronic devices in school settings. It is adopted in compliance with the new Minnesota law requiring all school districts to implement such a policy by March 15, 2025.

The goal is to balance the flexibility needed to meet SRMCS's specific needs with the responsibility to safeguard students' academic performance, mental health, and well-being.

#### Authority of the School Board & Administration

- The SRMCS School Board delegates the responsibility of establishing specific cell phone use rules to the Executive Director and school administration.
- Rules may be tailored by grade level or other relevant criteria.
- The Board may establish general guidelines; administration has the authority to adjust procedures to fit school needs.

#### Focus on Minimizing Negative Impacts

- The primary goals are to minimize negative effects of personal electronic device use on student behavior, mental health, and academic performance.
- This policy recognizes that excessive or inappropriate device use can disrupt learning and social well-being.

#### Collaboration with State Associations

- SRMCS will use best practices provided by the Minnesota Elementary School Principals Association and Minnesota Association of Secondary School Principals to help guide policy development and improvement.



## Cell Phone & Electronic Device Usage Rules

### Student Handbook Provisions

- SRMCS serves grades K–6.
- Students must keep all personal electronic devices powered off and stored in their backpacks while on school property.
- Exceptions require approval from both the classroom teacher and the Executive Director.

### Prohibited Uses

Students may not use personal devices for activities that violate school policies, including:

1. Cheating
2. Bullying
3. Harassment
4. Malicious behavior
5. Sadistic conduct

### Search and Seizure of Devices

- Reasonable Suspicion: If there is reasonable suspicion that a device has been used inappropriately or unlawfully, school staff may search the device.
- Scope: Any search will be limited to material relevant to the suspected violation.
- Confiscation: Devices used in violation of this policy may be confiscated and, if necessary, turned over to law enforcement. Confiscated devices will be returned according to school procedures.

### Disciplinary Actions

- Students who misuse personal devices are subject to disciplinary action under SRMCS's discipline policy.
- Consequences may include verbal warnings, detention, or more serious actions depending on the severity of the infraction.
- Confiscated devices will be returned according to building-specific procedures, which may require a waiting period or meeting certain conditions before return.

## State Law Requirement

- Minnesota law (Minn. Stat. § 121A.73) requires all school districts to adopt a cell phone use policy by March 15, 2025.
- The law grants local schools flexibility in setting rules appropriate to their context, as long as misuse is addressed and protections are in place for the educational environment.

## Summary

This policy gives SRMCS administration the authority to set and enforce rules for student cell phone use, with the priority of maintaining a safe, focused, and respectful learning environment. All procedures will be clearly communicated in the Student Handbook, and misuse—including bullying, cheating, or harassment—will result in consequences. Searches and confiscations will be conducted within the boundaries of the law and school policy.

## Legal Reference:

Minn. Stat. § 121A.73

Adopted:

Reviewed:

## **Student Surveys Policy - 520**

### **I. PURPOSE**

Occasionally, Swan River Montessori Charter School utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

### **II. GENERAL STATEMENT OF POLICY**

Student surveys may be conducted as determined necessary by Swan River Montessori Charter School. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way.
- B. No attempt will be made in any way to identify a student survey participant.
- C. No requirement that the student return the survey shall exist, and no record of the student returning a survey will be maintained.
- D. The Executive Director may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- E. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the

parent or guardian is notified in writing and provides written permission for participation, or has the opportunity to opt out, depending on how the survey is funded.

- F. Any documents containing the written permission of a parent for a student to participate will be maintained by SRMCS in a file separate from survey responses.
- G. Although surveys are conducted anonymously, personally identifiable information could be provided in responses. SRMCS will take steps to ensure such data is protected under Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act), and 34 C.F.R. Part 99.
- H. SRMCS shall not impose an academic or other penalty on a student who opts out of participating in a survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary materials used in connection with any survey, analysis, or evaluation as part of any U.S. Department of Education program, shall be available for inspection by parents or guardians.
- B. No student shall be required, as part of such a program, without prior written consent (from the student if adult/emancipated, or from the parent if a minor), to submit to a survey that reveals:
  - 1. Political affiliations or beliefs of the student or parent.
  - 2. Mental or psychological problems of the student or family.
  - 3. Sex behavior or attitudes.
  - 4. Illegal, antisocial, self-incriminating, or demeaning behavior.
  - 5. Critical appraisals of close family relationships.
  - 6. Legally recognized privileged relationships (lawyers, physicians, ministers).
  - 7. Religious practices, affiliations, or beliefs.

8. Income (except as required by law for program eligibility).

- C. When SRMCS receives funds under any U.S. Department of Education program, it will develop local policies consistent with IV.A and IV.B concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

**V. Policies Developed in Consultation with Parents Will Address:**

- A. The right of a parent to inspect, on request, a survey (including evaluations created by a third party) before administration, and the procedures for providing access within a reasonable time.
- B. Arrangements to protect student privacy during surveys that include any topics listed in IV.
- C. The right of a parent to inspect instructional materials used as part of the educational curriculum, excluding academic tests or assessments.
- D. The administration of physical examinations or screenings that SRMCS may conduct.
- E. The collection, disclosure, or use of personal information for marketing or selling, and arrangements to protect student privacy in such cases.  
“Personal information” includes a student or parent’s full name, address, phone number, or Social Security number. Exceptions include data collected for educational purposes such as college recruitment, instructional materials, tests, fundraising, or student recognition programs.
- F. The right of a parent to inspect any instrument used to collect personal information before administration.

**VI. Notice Requirements**

- A. Parents will receive annual notice at the start of the school year and after substantive policy changes.
- B. Parents will have the opportunity to opt out of:
  - Collection/disclosure/use of personal information for marketing or selling.
  - Administration of any third-party survey containing topics listed in IV.B.
  - Any nonemergency, invasive physical examination or screening not necessary to protect health/safety.
- C. “Invasive physical examination” means any medical exam involving exposure of private body parts or insertion/incision, excluding vision, hearing, or scoliosis screenings.

## **VII. NOTICE**

- A. SRMCS will inform parents at the start of the school year of any scheduled surveys and give reasonable notice of new surveys scheduled after the school year begins.
- B. SRMCS will provide direct, timely notice (mail, email, or other direct communication) when students are scheduled to participate in a survey.
- C. SRMCS will give parents the opportunity to review the survey and opt their student out of participation.

---

### **Legal References:**

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
- 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 1232h (Protection of Pupil Rights)
- 34 C.F.R. § 99 (FERPA Regulations)
- *Gonzaga University v. Doe*, 536 U.S. 273 (2002)
- *C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d 159 (3d Cir. 2005)
- *Fields v. Palmdale School Dist.*, 427 F.3d 1197 (9th Cir. 2005)

**Cross References:**

- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)

Adopted: \_\_\_\_\_  
Revised: \_\_\_\_\_

## **522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

### **I. PURPOSE**

The purpose of this policy is to provide a nondiscriminatory and safe environment for all persons and to comply with state and federal law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The charter school does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The charter school is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The charter school prohibits sexual harassment that occurs within its education programs and activities. When the charter school has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the charter school's education programs and activities and that is committed by a charter school employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the charter school's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the charter school's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The charter school's Title IX Coordinator(s) is/are:

Executive Director: Annette Vemuri  
Address: 500 Maple Street, Monticello, MN 55369  
Email: [director@swanrivermontessori.org](mailto:director@swanrivermontessori.org)  
Phone: 763-595-1213

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

### **III. DEFINITIONS**

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the charter school's Title IX Coordinator or to any employee of the charter school. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the charter school with actual knowledge is the



respondent.

- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the charter school office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The charter school is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the charter school exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes charter school education programs or activities that occur on or off of charter school property.
- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the charter school investigate the allegation of sexual harassment.
  - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
  - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the charter school with which the formal complaint is filed.
- G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "Sexual harassment" means any of three types of misconduct on the basis of sex that occurs in a charter school education program or activity and is committed against a

person in the United States:

1. *Quid pro quo* harassment by a charter school employee (conditioning the provision of an aid, benefit, or service of the charter school on an individual's participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code, section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code, section 12291).
- L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes, section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the charter school buildings or property, and other similar measures.
- M. "Title IX Personnel" means any person who addresses, works on, or assists with the charter school's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the charter school that coordinates the charter school's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
  2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a charter school employee, charter school official, or a third party designated by the charter school.
  3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
  4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a charter school employee, or a third party designated by the charter school.

The executive director of the charter school may delegate functions assigned to a

specific charter school employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the executive director at any time. The charter school may also, in its discretion, appoint suitably qualified persons who are not charter school employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

#### **IV. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

##### **A. Equitable Treatment**

The charter school shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.

The charter school will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.

The charter school will provide appropriate remedies to the complainant any time a respondent is found responsible.

##### **B. Objective and Unbiased Evaluation of Complaints**

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

##### **C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.**

##### **D. Confidentiality**

The charter school will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, FERPA regulations, 34 Code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the charter school's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

##### **E. Right to an Advisor; Right to a Support Person**

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The charter school will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The charter school may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the charter school will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The charter school shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the charter school obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the charter school and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when charter school employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the charter school within five (5) days of

the date the determination of responsibility or dismissal was provided to the parties.

3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the charter school.
4. The charter school will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the charter school.
5. Although the charter school strives to adhere to the timelines described above, in each case, the charter school may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening charter school holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the charter school may provide a complainant and disciplinary sanctions that the charter school might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the charter school buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the executive director of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

**V. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the charter school who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any

time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the charter school may report the alleged conduct to law enforcement authorities. The charter school encourages complainants to report criminal behavior to the police immediately.

## **VI. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The charter school will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The charter school must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the charter school's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the charter school unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the charter school must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

## **VII. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

- A. Emergency Removal of a Student

1. The charter school may remove a student-respondent from an education program or activity of the charter school on an emergency basis before a determination regarding responsibility is made if:
  - a. The charter school undertakes an individualized safety and risk analysis;
  - b. The charter school determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
  - c. The charter school determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related charter school policies, including MSBA Model Policy 506 – Student Discipline. The charter school must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The charter school may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The charter school must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

**VIII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT**

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the charter school at the charter school's discretion, but only after a formal complaint has been received by the charter school.
- B. The charter school may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a charter school employee sexually harassed a student.
- D. The charter school will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The charter school will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the

formal complaint.

**IX. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the charter school must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the charter school's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The charter school may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the charter school; or
  - 3. Specific circumstances prevent the charter school from gathering sufficient evidence to reach a determination.
- C. The charter school shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the charter school from addressing the underlying conduct in any manner that the charter school deems appropriate.

**X. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the charter school, the charter school will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the charter school decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the charter school must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the charter school does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to



completion of the investigative report.

- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The charter school will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **XI. DETERMINATION REGARDING RESPONSIBILITY**

- A. After the charter school has sent the investigative report to both parties and before the charter school has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
  - 1. Identification of the allegations potentially constituting sexual harassment;
  - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3. Findings of fact supporting the determination;
  - 4. Conclusions regarding the application of the charter school's code of conduct to the facts;
  - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the charter school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the charter school to the complainant; and
  - 6. The charter school's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any

remedies.

- H. The determination regarding responsibility becomes final either on the date that the charter school provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XII. APPEALS**

- A. The charter school shall offer the parties an opportunity to appeal a determination regarding responsibility or the charter school's dismissal of a formal complaint or any allegations therein, on the following bases:
  - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the charter school, the charter school will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XIII. RETALIATION PROHIBITED**

- A. Neither the charter school nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other

complaints of sexual harassment or sex discrimination.

- C. Charging an individual with violation of charter school policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### **XIV. TRAINING**

- A. The charter school shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the charter school's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the charter school's website. If the charter school does not have a website, it must make the training materials available for public inspection upon request.

#### **XV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, charter school employee, and employee unions.
- B. The charter school shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The charter school must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the charter school, with the following:
  - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
  - 2. Notice that the charter school does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
  - 3. A statement that the requirement not to discriminate in the education program

or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and

4. Notice of the charter school's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the charter school will respond.

## **XVI. RECORDKEEPING**

- A. The charter school must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the charter school must document:
  1. The basis for the charter school's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the charter school has taken that are designed to restore or preserve equal access to the charter school's education program or activity; and
  3. If the charter school does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The charter school must also maintain for a period of seven calendar years records of:
  1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. Any appeal and the result therefrom;
  3. Any informal resolution and the result therefrom; and
  4. All materials used to train Title IX Personnel.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status  
Nondiscrimination)

# Swan River Montessori Charter School

*Adopted:*  
*Reviewed:*

## **PURCHASING, PROCUREMENT, AND CONTRACTING - 703**

### **I. PURPOSE**

The purpose of this policy is to establish procedures for carrying out purchasing, procurement and contracting functions of the charter school, to provide efficient use of public monies, and to ensure compliance with all applicable state and federal laws, including Minn. Stat. 124E.26, Subd. 4, with respect to procurement using state funds.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the Charter School board to utilize resources to the greatest benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff members, and fairness in dealing with vendors.

### **III. CONFLICT OF INTEREST**

Notwithstanding anything in this policy to the contrary, the Charter School shall not enter into any contract or agreement that does not align with the provisions of this Section III.

#### **1. Minn. Stat. 124E.14:**

- a. No member of the board of directors, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when:

- i. the board member, employee, officer, or agent;
- ii. the immediate family member of the board member, employee, officer, or agent;
- iii. the partner of the board member, employee, officer, or agent; or
- iv. an organization that employs, or is about to employ any individual in clauses (1) to (3),

has a financial or other interest in the entity with which the charter school is contracting. A violation of this prohibition renders the contract void. The foregoing does not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under chapter 308A when the teacher also serves on the charter school board of directors.

- 2. Minn. Stat. 124E.07, Subd. 3(e): A contractor providing facilities, goods, or services to a charter school must not serve on the board of directors. In addition, an individual is prohibited from

serving as a member of the charter school board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section.

3. Minn. Stat. 124E.10, Subd. 2(a): The charter school must disclose to the commissioner any potential contract, lease, or purchase of service from the school's authorizer or a current board member, employee, contractor, volunteer, or agent of the school's authorizer. The contract, lease, or purchase must be accepted through an open bidding process and be separate from the charter contract. The school must document the open bidding process. An authorizer must not enter into a contract to provide management and financial services to a school it authorizes, unless the school documents receiving at least two competitive bids. This paragraph does not apply to a charter school or an authorizer when contracting for legal services from a lawyer that provides professional services to the charter school or authorizer and who is subject to the Minnesota Rules of Professional Conduct.

#### IV. **GENERAL PROCUREMENT PROVISIONS**

1. **Authorization:** The charter school director or chief administrator (hereinafter referred to as the “director”), in conjunction with the board of directors (hereinafter referred to as the “board”), is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board.

Individual school employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school’s board-approved budget, provided that in all cases, the board retains authority to disapprove any expenditure for any reason at the sole discretion of the board:

- a. Any school employee may purchase goods (but not services) for use in connection with school operations where the expenditure is less than \$1,000. The school may issue credit or debit cards to individual employees for these expenditures.
  - b. In addition to the foregoing, the following school employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:
    - i. Director: Up to \$100,000
2. **Scope:** Purchasing procedures apply to procurement of equipment, supplies, and services, including services provided by vendors and by individuals who are engaged by the charter school as independent contractors (i.e. – individuals who receive a form 1099 rather than form W-2). Purchasing procedures do not apply to hiring employees of the charter school (i.e. – individuals who receive a W-2).
  3. **Documentation:** The director shall design and implement procedures to create and preserve documentation establishing that all procurement is implemented in accordance with this policy. The director will provide such documentation to the charter school board upon request by the board.

4. **Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.
5. **Best Value:** The school shall endeavor in all cases to obtain the best value in all purchase or procurement decisions, taking into account the price, quality, and quantity of the goods or services being purchased or procured, along with consideration of other criteria, which may include, but are not limited to:
  - (i) the vendor's or contractor's knowledge or expertise with respect to services as evidenced by performance on previous projects;
  - (ii) the quality and timeliness of the vendor's or contractor's performance on previous projects;
  - (iii) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
  - (iv) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
  - (v) the vendor's or contractor's ability to minimize change orders;
  - (vi) the vendor's or contractor's ability to prepare appropriate project plans;
  - (vii) the vendor's or contractor's technical capabilities;
  - (viii) the individual qualifications of the contractor's key personnel; or
  - (ix) the vendor's or contractor's ability to assess and minimize risks.
6. **Competitive Procurement Process:** As used in this Policy, "Competitive Procurement Process" means one of the following: (a) Procurement by Sealed Bids, or (b) Procurement by Proposals. In implementing a Competitive Procurement Process (whether by bid or proposal):
  - a. To solicit bids or quotations the director (or, where applicable, the responsible party) (i) shall post a request for bids or proposals on a public portion of the charter school's web site, or utilize another public posting mechanism as reasonably determined by the director (or, where applicable, the responsible party), and (ii) shall deliver solicitations directly to two or more potential vendors or contractors, in all cases providing a reasonable time period for response to any solicitation of or posting for bids or proposals.
  - b. If, after such reasonable time period, the director has not received two or more bids or proposals for the goods or service to be procured, the director shall use reasonably prudent inquiry to ascertain the price for such goods from two or more vendors, contractors, or other knowledgeable third party advisors (such as a broker or appraiser).
  - c. If (i) after complying with all of the foregoing the director is able to locate only a single vendor or contractor from which to procure a particular good or service, or (ii) due to the nature of the services being procured, the market for such goods or services is such that there is only one vendor or contractor to supply such goods or services, the director shall, to the extent reasonably practicable, endeavor to negotiate for the most favorable price that may be obtained from such vendor or contractor.
7. **Procurement by Sealed Bids:** As used in this Policy, "Procurement by Sealed Bids" means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. Procurement by Sealed Bids is subject



to the following:

- a. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
  - b. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - c. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
  - d. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
  - e. any or all bids may be rejected if there is a sound documented reason; and
  - f. in order for a sealed bid to be feasible, the following conditions must be present:
    - i. a complete, adequate, and realistic specification or purchase description is available;
    - ii. two or more responsible bidders are willing and able to compete effectively for the business; and
    - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.
8. **Procurement by Proposals:** As used in this Policy, “Procurement by Proposals” means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. Procurement by Proposals is subject to the following:
- a. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. the charter school must have a written method for conducting technical evaluations of the proposals received and for making selections; and
  - c. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the charter school, with price and other factors considered.

## V. **PROCUREMENT OF GOODS USING STATE FUNDS**

The following will govern procurement of goods using state funds. The school shall not break up a single procurement into smaller component procurements to avoid the threshold in this Section V. In all cases, the school shall endeavor to complete each procurement in a manner that obtains the best value for the

charter school, taking into account the factors enumerated in Section IV, subd. 5, above.

1. **Procurements Less than \$25,000.** The director (or, as applicable, the responsible party) shall be responsible for implementing procurements within these limits. The director (or, as applicable, the responsible party) shall, when reasonably practicable, use processes to endeavor to obtain competitive market rates or reasonably competitive available prices or rates.
2. **Procurements between \$25,000 and \$175,000.** Prior to any procurement above \$25,000 but not above \$175,000, the director (or, as applicable, the responsible party) shall (a) implement a Competitive Procurement Process or (b) obtain bids or quotations from at least two sellers or vendors or, if market conditions for a purchase are such that sellers or vendors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of multiple sellers or vendors, or negotiate the price from the single available vendor, in all cases documenting efforts to obtain “best value” for the procurement, taking into account the factors enumerated in Section IV, subd. 5, above.
3. **Procurements Above \$175,000.** Prior to any procurement above \$175,000, the charter school shall implement and complete a Competitive Procurement Process.

## VI. **PROCUREMENT OF SERVICES USING STATE FUNDS**

The following will govern procurement of services using state funds. The school shall not break up any single procurement into smaller component procurements to avoid the threshold in this Section VI. In all cases, the school shall endeavor to complete each procurement in a manner that obtains the best value for the charter school, taking into account the factors enumerated in Section IV, subd. 5, above.

In determining the amount of a contract for services, the total cost of the contract under its stated term shall apply. For contracts that have annual price but a multi-year term, or include an automatic annual renewal (or so-called “evergreen”) provision, the total of all years shall apply. Under no circumstances will a charter school enter into a multi-year or automatic annual renewal agreement with an outside term greater than five (5) years; provided that the foregoing limit will not apply to a lease for school facilities or an agreement that the charter school may terminate at will at any time without cause.

1. **Procurement Less than \$25,000.** The director (or, as applicable, the responsible party) shall be responsible for implementing procurement within these limits. The director (or, as applicable, the responsible party) shall, when reasonably practicable, use processes to endeavor to obtain “best value” prices or rates and shall maintain records documenting efforts to obtain “best value”.

The foregoing shall include contracts for services where the total cost of services cannot be determined because the cost is dependent upon periodic or “as-needed” requests for services by the charter school, at its discretion, and the following are true: (a) the contract does not require an advance payment or deposit, and (b) the contract or the services may be terminated without cause at any time by the charter school.

2. **Procurement between \$25,000 and \$175,000.** Prior to entering into an agreement to procure a service with a value of more than \$25,000 but not more than \$175,000 or more, the director (or, as applicable, the responsible party) shall (a) implement a Competitive Procurement Process or (b) obtain bids or quotations from at least two vendors or contractors, if market conditions for acquiring a particular service are such that vendors or contractors will not respond to a request for bids or quotations, shall otherwise endeavor to compare the prices of multiple vendors or contractors, or negotiate the price from the single available vendor, in all cases documenting

efforts to obtain best value for the procurement, taking into account the factors enumerated in Section IV, subd. 5, above.

3. **Procurements Above \$175,000.** Prior to any procurement above \$175,000, the charter school shall implement and complete a Competitive Procurement Process.

VII. **USE OF FEDERAL FUNDS** [Effective October 1, 2024]

1. **Procurement Methods.** There are three types of procurement methods (1) informal (for micro-purchases and simplified acquisitions) (2) formal (through sealed bids or proposals) and (3) noncompetitive. For all of these methods, the recipient or subrecipient must maintain and use documented procurement procedures.

a. **Informal Procurement Methods for Small Purchases.**

- i. **Micro-purchases:** the aggregate amount of the procurement transaction does not exceed \$10,000, which may be increased to \$50,000 on an annual basis if the recipient or sub-recipient self-certifies and provides supporting documentation. Micro-purchases may be awarded without soliciting competitive price or rate quotes if the recipient or subrecipient considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support its conclusion.
- ii. **Simplified Acquisitions:** for procurement transactions in which the aggregate dollar amount of the procurement transaction is higher than the micro-purchase threshold (\$10,000, or \$50,000, if applicable), but lower than \$250,000. In simplified acquisitions, the price or rate quotes must be obtained from an adequate number of qualified sources. The recipient or subrecipient may exercise judgment in determining what number is adequate.

- b. **Formal Procurement Methods.** The recipient or subrecipient is required to use one of the following formal procurement methods when the value of the procurement transaction exceeds the simplified acquisition threshold of the recipient or subrecipient. This method requires competition and public notice.

- i. **Sealed Bids.** Preferred for procuring construction services. Bids are publicly solicited through an invitation and a firm fixed-priced contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all the material terms and conditions of the invitation and is the lowest in price.

a. Sealed bids are appropriate when:

- i. A complete, adequate and realistic specification or purchase description is available;
- ii. Two or more responsible bidders have been identified as willing and able to compete effectively for the business; and
- iii. The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can

be made principally on price

b. If sealed bids are used, the following requirements apply:

- i. Bids must be solicited from an adequate number of qualified sources, providing them with sufficient response time prior to the date set for opening the bids. Unless specified by the Federal agency, the recipient or subrecipient may exercise judgment in determining what number is adequate;
- ii. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond;
- iii. All bids will be opened at the time and place prescribed in the invitation for bids.
- iv. A firm-fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation cost, and life-cycle costs must be considered in determining which bid is the lowest. Payment discounts must only be used to determine the low bid when the recipient or subrecipient determines they are a valid factor based on prior experience.
- v. The recipient or subrecipient must document and provide a justification for all bids it rejects.

ii. Proposals. Used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. They are awarded in accordance with the following requirements:

- a. Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.
- b. The recipient or subrecipient must have written procedures for conducting technical evaluations and making selections.
- c. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the recipient or subrecipient considering price and other factors; and
- d. The recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified

offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure architectural/engineering (A/E) professional services. The method may not be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

c. **Noncompetitive Procurement.** There are specific circumstances in which the recipient or subrecipient may use a noncompetitive procurement method. The noncompetitive procurement method may only be used if one of the following circumstances applies:

- i. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- ii. The procurement transaction can only be fulfilled by a single source;
- iii. The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
- iv. The recipient or subrecipient requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or
- v. After soliciting several sources, competition is determined inadequate.

2. **Contracting with small and minority firms, women's business enterprises, and labor surplus area firms, pursuant to 2 CFR § 200.321.** Non-Federal entities will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:

- a. Placing qualified small and minority business and women's business enterprises on solicitation lists;
- b. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in a-e above.

3. **Contract Cost, Price, and Monitoring by the non-Federal Entity.**

- a. The non–Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non–Federal entity must make independent estimates before receiving bids or proposals.
- b. The non–Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- c. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non–Federal entity under federal regulations. The non–Federal entity may reference its own cost principles that comply with the Federal cost principles.
- d. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
- e. The non–Federal entity is responsible for oversight of the operations of the Federal award supported activities. The non–Federal entity must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the non–Federal entity must cover each program, function or activity. See also 2 C.F.R. § 200.332.

## VIII. RECORDS TO BE MAINTAINED

1. **Public Data.** All records of charter school expenditures are considered “public data” under Minn. Stat. Chapter 13 (the “**Minnesota Government Data Practices Act**” or the “**Act**”). The charter school will create, maintain, and preserve such records in accordance with the Act.
2. **Record Retention Requirements for Federal Awards.**<sup>1</sup> The recipient and subrecipient must retain all Federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient and subrecipient must retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records. Federal agencies or pass-through entities may not impose any other record retention requirements except for the following:
  - a. The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken if any litigation, claim, or audit is started before the expiration of the three-year period.
  - b. When the recipient or subrecipient is notified in writing by the Federal agency or pass-through entity, cognizant agency for audit, oversight agency for audit, or cognizant

---

<sup>1</sup> These regulations take effect on October 1, 2024 and can be found under 2 C.F.R. § 200.334.

agency for indirect costs to extend the retention period.

- c. The records for property and equipment acquired with the support of Federal funds must be retained for three years after final disposition.
- d. The three-year retention requirement does not apply to the recipient or subrecipient when records are transferred to or maintained by the Federal agency.
- e. The records for program income earned after the period of performance must be retained for three years from the end of the recipient's or subrecipient's fiscal year in which the program income is earned. This only applies if the Federal agency or pass-through entity requires the recipient or subrecipient to report on program income earned after the period of performance in the terms and conditions of the Federal award.
- f. The records for indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates) must be retained according to the applicable option below:
  - i. If submitted for negotiation. When a proposal, plan, or other computation must be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the date of submission.
  - ii. If not submitted for negotiation. When a proposal, plan, or other computation is not required to be submitted to the Federal Government to form the basis for negotiation of an indirect cost rate (or other standard rates), then the three-year retention period for its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

Adopted: August 2022

Reviewed:

## **e-Learning Instructional Days Policy**

### **PURPOSE**

Per MN Statute 120A.414, public schools may adopt an e-Learning plan with the purpose of providing meaningful learning in an alternate environment for all students on days when school is canceled. E-Learning Days eliminate the need to lengthen instructional hours per school day as well as the need to make up days during or at the end of the school year.

### **STATE MANDATES FOR E-LEARNING PLANS**

All Minnesota e-Learning Plans must include:

- Accommodations must be made for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individual Education Plan (IEP) or 504 Plan.
- Notification to parents and students of the plan must occur at the beginning of the school year and, upon implementation of an e-Learning day there must be at least two (2) hours' notice prior to the normal school start time that students are to follow the e-Learning day plan.
- Access to teachers via telephone and online during normal school hours.

Other Mandates for e-Learning Plans:

- E-Learning plans must be developed in a joint effort between all SRMCS lead teachers and the School Director.
- The plan must be approved by the SRMCS Board of Directors at least annually.
- E-Learning plans may only be used up to five (5) days in one school year unless this perimeter is altered by the governor of Minnesota and/or MN Dept. of Education.
- Student attendance must be taken, verified by each classroom teacher, and reported to the school's main office as soon as possible. Students who do not participate in planned e-Learning activities are considered absent and must be reported the same way absences are reported had school been held at SRMCS. These absences are considered excused.
- E-Learning days must be reported as regular instructional days on the MARSS A School File. The length of the school day is to be reported as the same length that was originally scheduled had students attended at the school site.
- All students will be provided the materials necessary to fulfill e-Learning day expectations.



- Should a student and/or the student's parents/guardians not speak or read English, the school and/or classroom teacher must provide the assignment(s) via translated documents and/or by using a language interpreter.
- If the governor of Minnesota cancels school statewide, the e-Learning plan will not be implemented. The school's staff members do not report to work.
- Students with an Individual Education Plan (IEP) will follow lessons provided by their classroom teacher and/or lessons modified by their caseworker online or otherwise.