

# **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-
- c. Donations-

**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**