

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Tuesday, August 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 Jana Evink @2:37 PM

II. ROLL CALL

- a. Board Members Present: Claire Belknap, Nicole Perez, Rick Freese, Jana Evink, Amy Savage, Julie Halvorson, Amy Jensen
- b. Board Members Absent: none
- c. Other Attendees: Annette Vemuri- school director, Addie Washington- OW Authorizer
- d. Recording Minutes: Amy Jensen

III. REVIEW OF SRMCS MISSION AND VISION STATEMENTS

The mission of Swan River Montessori Charter School is to provide a child-centered environment for self-directed and personalized learning in a small, community-based public school with an emphasis on the natural environment.

Swan River Montessori Charter School's vision is to employ an interdisciplinary approach to education by teaching the whole child (heart, mind, and soul). The Montessori learning environment is designed to foster this whole child approach by meeting the child's inherent needs of self-discovery, creativity, independence, and competence. Swan River Montessori Charter School will create a kind, respectful environment where each child has a sense of belonging. Learning at Swan River Montessori Charter School involves the student, the student's family, the teachers, and the larger community. Swan River supports family and community participation in each child's education by utilizing and appreciating community resources and the natural world as a learning environment.

IV. MEETING AGENDA- Motion to approve meeting agenda with addition of Parent/Student Handbook Added to New Business made by Jensen, Seconded by Halvoron . Board Vote- all aye- motion carries

V. DECLARATION OF CONFLICTS-

VI. FINANCIAL REPORT

The following was discussed during the SRMCS School Board Finance Committee Meeting:

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

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

Adopted Budget: 163 ADM (Average Daily Membership)

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

SRMCS ended the FY25 school year with good financial standing.

The yearly audit was completed during August. Swan River will see a finding due to slow processing of paying bills. State statute says we have to pay our bills within 35 days if not disputing. Bills have been paid much later than 35 days consistently. Annette is aware of this finding and will work with our operations manager to make sure the procedures are followed and bills are paid on time. Digital invoices will now go to an "accounts payable" email address rather than a specific employee email. The board will check back on this issue in September to see if there was improvement.

Motion to approve June financials made by Freese, Seconded by Savage. Board Vote- all aye, motion carries

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

Best financials of the year! Only shows building expenses since the bulk of expenses comes during the school year.

Motion to approve July financials made by JH, Seconded by NP . Board Vote- all aye, motion carries

FY25 Enrollment Numbers as of 8.18.25

- i. Charter School (K-6) = 163
- ii. Children's House (EC) = 13
- iii. Pupil Unit Actual/Budget = 163/165
- iv. Enrollment Coordinator Update- offers are pending to fill 2 spots in kindergarten. Amy Jensen will continue to work to fill spots. There continues to be a waiting list from which to draw.

b. Review of Bills- reviewed

c. Donations- none

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

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- -

- ERate grant update: comes out in December
- Science of Reading Curriculum- Ms Sharon and Ms Amber are leading looking into the curriculum review. They will update lead staff on Monday
- Monticello Community Center- no agreement yet, MCC included swimming in their proposed agreement but we do not want to go swimming this year.
- SRMCS has applied for our Lease Aid despite not having an agreement with MCC.

XII. OLD BUSINESS

XIII. NEW BUSINESS

a. Establish Board roles

- i. Motion to approve Jana Evink as board chair, Amy Jensen as Secretary and Amy Savage as Treasurer made by RF, Seconded by CB. Board Vote- all aye, motion carries

Chair- Jana Evink,
Secretary- Amy Jensen
Treasurer- Amy Savage

b. Annual Designations:

- i. Depository- Annettee Vemuri, school director, Bridget Peterson of Edfin
- ii. Electronic Funds Transfer- Annettee Vemuri, Bridget Peterson of Edfin
- iii. Communication

Motion to approve the above made by JH, Seconded by RF. Board Vote- all aye, motion carries

- c. Board Resolution for IOWA - Motion to appoint AV as the IOWA made by AS, Seconded by JH
- d. Set Wellness Committee Mtg.- The committee will consist of JH, AS and AV. Will meet on Monday, September 15 at 7 AM in Amy Savage's classroom.
- e. Set World's Best Workforce Plan Committee Mtg.- Committee will meet on Tuesday, October 14 at 3:30 PM
- f. Addendum to Lease Agreement- Addition of Property 503 Maple Street- Motion RF, Second AS, all aye, motion carries

New Policies

- g. Electronic Funds Transfers Policy- Motion RF, Second NP, all aye
- h. Selection & Review of Library & Instruction Materials Policy- Motion JH, Second AS. All aye
- i. Staff Evaluation & Professional Development Policy- Motion JH, Second RF, all aye
- j. Student Cell Phone Policy- now also included in Parent/Student Handbook- Motion AJ, Second CB. All aye- motion carries
- k. Student Surveys Policy- Motion to approve CB, Second AS. All aye- motion carries
- l. Title IX Sex Non-Discrimination Policy, Grievance Procedure and Process- Motion to approve AJ, Second CB. all aye- motion carries
- m. Purchasing, Procurements & Contracting Policy- Motion to approve made by AS, Second by NP. all aye- motion carries

Old Policies

- n. eLearning Policy & Plan- reviewed, no changes
- o. Parent/Student Handbook- Annette added cell phone policy & grievance policy and updated dress code & school lunch information. Motion to approve Parent/Student Handbook changes made by AJ, Second AS. all aye- motion carries

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

Board Member Statements of Assurance & Oath of Office documents

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
Progress on Director Goals
List of Professional Development for Staff

XV. MOTION TO ADJOURN by NP at 3:29 PM, Seconded by AS. Board Vote- all aye, motion carries