

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Monday, September 15, 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: Jana Evink, Claire Belknap, Nicole Perez, Julie Halvorson, Amy Savage, Jana Evink
- b. Board Members Absent: Rick Freese
- c. Other Attendees: Annette Vemuri, SRMCS director
- d. Recording Minutes: Amy Jensen

III. REVIEW OF SRMCS MISSION AND VISION STATEMENTS

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

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

IV. MEETING AGENDA- Motion to approve meeting agenda made by __AS__, Seconded by __CB__. Board Vote- all "aye", motion carries

V. DECLARATION OF CONFLICTS- none

VI. FINANCIAL REPORT

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

August Financial Report - Fiscal Year 2026 (FY26)

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:

- \$841,225 Cash balance at end of the month
- \$112,491 State receivables which represents an initial estimate for the beginning of the accrual for the current year hold back
- \$154,269 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year
- (\$4,337) Salary and benefits payables estimated. This is for summer salaries as of month-end.

Income Statement:

- Adopted Budget: 165 ADM
- Working Budget: 165 ADM
- Actual ADM 165 in August
- 17% Percent of the fiscal year completed
- 15% YTD revenue as a percent of budget based on the working budget.
- 5% 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

FY25 Enrollment Numbers as of 9.12.25

- i. Charter School (K-6) = 170
- ii. Children's House (EC) = 11
- iii. Pupil Unit Actual/Budget = 170/165

SRMCS continues to be in good financial standing. Not much activity due to it being August and FY26 was just getting started. The budget will be revised at a later date to reflect increased enrollment and changes to salaries/payroll.

- a. Motion to approve August financials made by _AJ_, Seconded by _JH_. Board Vote- all "aye", motion carries
- b. Check in on timely payment of bills- Annette has talked to the operations manager about starting a list of the bills to check off. Annette will continue to work with the operations manager to make sure bills are paid on time.
- c. Review of Bills- reviewed
- d. Donations- none

- VII. CONSENT AGENDA** - Motion to approve consent agenda made by _CB_, Seconded by _NP_. Board Vote- all "aye", motion carries
- a. August Minutes

VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS-

- a. The environmental education (EE) teachers created goals for FY26 that were approved by Osprey Wilds. Board reviewed the goals for each level and the rubrics used to evaluate each. Each age level (CH, E1, E2) has rubrics tailored to what is developmentally appropriate for their level.
- b. Children's house is teaching the curriculum for their level's EE goals

Motion to approve EE goals made by AS, Seconded by NP. Vote- all "aye", motion carries

IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –

- a. Board recommends the teachers look at the Planes of Development rubric to better reflect the growth students made in the social-emotional skills when writing the new goals for the new contract. Annette will bring this up at the next lead teacher meeting.
- b. Board reviewed academic goals and reviewed how our school is doing compared to previous years and to the local and state data.

X. DIRECTOR GOALS

- a. Science of Reading Update- Annette shared about the reading committee and the meetings they led to get the teachers going on data collection/assessments and creating targeted phonics and reading groups based on that data. The committee is available to answer questions and provide support throughout the year.

Two of the committee members are piloting a Montessori and Science of Reading aligned reading curriculum to see it would be a good fit for our classrooms.

- b. Annette is working on the state teacher evaluation requirements

XI. STRATEGIC PLANNING & GOAL SETTING

- a. Monticello Community Center Contract Update

XII. OLD BUSINESS

XIII. NEW BUSINESS

- a. Osprey Wilds Authorizer Renewal Application- board reviewed the renewal application and suggested grammatical changes. The board acknowledges the hard work Annette put into completing the application. Motion to approve the OW Renewal Application made by CB, Seconded by AS. Board vote- all “aye”, motion carries
- b. Wellness Policy- recommended policy to be shared at meeting by committee. Committee made one change to the wellness policy stating that CH has snack daily. They also reviewed the checklist from the state to make sure our policy covers the required areas. Motion to approve made by JH, Seconded CB. Board vote- all “aye”, motion carries
- c. Board Member Statements of Assurance & Oath of Office documents- board members signed

XIV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of World’s Best Workforce Committee Meeting: Tuesday, October 14, 2025 at 7:00 AM
- b. Date, Time & Location of next Finance Committee Meeting: Tuesday, October 14, 2025 at 2:15 PM
- c. Date, Time & Location of next Board Meeting: Tuesday, October 14, 2025 at 2:45 PM

Upcoming Agenda Items- FY26

Old Business

Crisis Management Policy

Strategic Planning and Goal Setting: Update on how Read-a-thon money will be used- For security?

New Business

Whistleblowers Policy

Financial & Cash Management Policy

Religious Expressions Policy

Credit Card Policy

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

- XV. MOTION TO ADJOURN by __NP__ at __3:46__ PM, Seconded by CB ____. Board Vote-all “aye”, motion carries**