SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, October 21, 2025 at 2:45 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__ @2:52 PM

II. ROLL CALL

a. Board Members Present: Julie Halvorson, Amy Savage, Claire Belknap, Nicole Perez, Amy Jensen, Jana Evink
b. Board Members Absent: Rick Freese
c. Other Attendees: SRMCS Director Annette Vemuri, Mike Pederson & Brady Peterson (Esterbrooks accountants presented the audit report), Bridget Peterson EdFin school accountant, Osprey Wilds Director Erin Anderson, school community member
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_AJ__, Seconded by CB. Board Vote- all "ayes", motion carries

V. DECLARATION OF CONFLICTS-

VI. ANNUAL FINANCIAL AUDIT REPORT
Overall the school is stable and in good financial standing with a clean audit.

VII. FINANCIAL REPORT

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

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:

$935,280 Cash balance at end of the month

▪ $142,935 State receivables which represents an initial estimate for the beginning of the accrual for the current year hold back

▪ $51,055 State receivables which represents the remaining amount due to the school from the state 10% holdback of the prior school year

▪ $37,400 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 161- *this seems low so Bridget will look into why our total enrollment is 170 for K-6, will know more in November or December*
▪ 25% Percent of the fiscal year completed
▪ 23% YTD revenue as a percent of budget based on the working budget.
▪ 16% 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

Other notes about SRMCS finances:

Got a grant for cyber security that might be in the wrong spot on the revenue sheet (pg 7). This will be corrected.

Annette asked about whether the school board can allocate about $6000 towards school security. Bridget confirmed we would be able to do that. This money would be combined with the Read-a-thon money and the grant to upgrade the door and camera system.

Annette and Bridget will work on a revised budget in the next month or so. The school is in good financial standing.

SRMCS will end the year with a healthy fund balance- this balance will help the school stay financially stable as we weather changes in funding on the state and federal level as well as the effect of inflation. But we still need to look at a five year projection.

FY25 Enrollment Numbers as of 10.21.25

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

a. Motion to approve September financials made by_JH__, Seconded by __AS_. Board Vote- all "ayes", motion carries
a. Check in on timely payment of bills- no bills have been late during the last reporting period.
b. Review of Bills- reviewed
c. Donations- none

VIII. CONSENT AGENDA - Motion to approve consent agenda made by__CB_, Seconded by _NP__. Board Vote- Board Vote- all "ayes", motion carries

a. September Minutes- need to change meeting dates at the end of the agenda to reflect the correct dates for Fi

IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS-

No report for this month

X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –

a. Additional teacher workshop on Jan. 20 for Science of Reading training. Motion to approve allocating Jan. 20 as a staff Science of Reading workshop day instead of a student contact day made by AJ, Seconded by NP. Board Vote- all "ayes", motion carries.

XI. DIRECTOR GOALS

XII. STRATEGIC PLANNING & GOAL SETTING

a. Monticello Community Center Contract Update- Director and some board members had a meeting with the Community Center. Lawyers for both SRMCS and MCC are working on an agreement which will go before the Monticello City Council on Oct. 27.

b. Use of Read-a-thon Money & board approved funds to new/upgrade security. $25,000 to upgrade the door system, cameras, and security for Gathering Space. See board packet for quotes from security company.
Read-a-thon: typically around $5,000
Grant: $5,000
SRMCS: $15,000
The school will apply for another grant but that money is not guaranteed.
Motion to approve grant money, Read-a-thon Money & board approved funds to new/upgrade security made by_NP__, Seconded by _JH__**.** Board Vote- all "aye", motion carries

XIII. OLD BUSINESS

XIV. NEW BUSINESS

a. Comprehensive Achievement and Civic Readiness (CACR) Strategic Plan
Motion to approve CACR Plan made by_AJ__, Seconded by _CB__**.** Board Vote- all "aye", motion carries

b. World's Best Workforce and Annual Report 2024-2025
Motion to approve WBWF Annual Report with some wording, grammar and spelling corrections made by_CB__, Seconded by __JH_**.** Board Vote- all "aye", motion carries

c. ELL Identification & Language Instruction Educational Program Policy (LIEP)
Motion to approve LEP Policy made by_CB__, Seconded by _JH__**.** Board Vote- all "aye', motion carries

XV. REVIEW OF NEXT MEETING AGENDA

a. Date, Time & Location of next Finance Committee Meeting: Tuesday, Nov. 11 at 2:15 PM
b. Date, Time & Location of next Board Meeting: Tuesday, November 18, 2025 at 2:15 PM

Upcoming Agenda Items- FY26

<u>Old Business</u>
A board committee will review policies that were looked at by MSBA in December

<u>New Business - all policies tabled to December following the policy review</u>
SRMCS School Board Self Evaluation
Director Goals and Evaluation
Tabled:
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

XVI. MOTION TO ADJOURN by _NP_, Seconded by__AS at 4:03 PM_. Board Vote- all "ayes", motion carries