

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Governance Committee Meeting
Tuesday, December 2, 2025 at 2:15 p.m.

The school board will hold this meeting in person at Swan River Montessori Charter School at 503 Maple St. building.

Committee Meeting Agenda

I. ROLL CALL

- a. Board Members Present: Julie, Rick, Amy S, Jana
- b. Board Members Absent: Amy J, Nicole, Claire
- c. Other Attendees:
- d. Recording Minutes:

II. FINANCIAL REPORT

III. OLD BUSINESS

- a.

IV. NEW BUSINESS

- a. Review first 10 policies from MSBA
- b. Questions from Reviewing the policies:
 - i. Discussed trying to review 15 policies each time the board meets for any meeting, including finance committee meeting, and regular board meetings. Let's try it and if we need to adjust the pace we can slow it down if it becomes too much.
 - ii. Adjust formatting on the documents to get rid of the space between Adopted and Revised
 - iii. Highlighted text seems to refer to other policies, is that as intended? Should we leave it highlighted?
 - iv. Equal Employment Opportunity policy has a note at the beginning. Are the notes from MSBA to us or are they notes that should remain intact as a part of the policy?
 - v. Disability and Nondiscrimination Policy - Highlighted section needs to add Director contact information
 - vi. Employment Background Checks policy at the bottom there are forms references two times, are they two different forms or is it referring to the same form? And wanted to make sure that they are attached with the policy when we post it on the website.
 - vii. Public and Private Personnel Data policy
 - 1. Under section III. Definitions it references the school board conducted interviews – but is this really our process or has this changed? Is this something we can tailor to our processes or does this definition need to be listed for statute compliance?
 - 2. Under section III. Definitions for public officials the last few in the list have wording issues. We think the “and” should be removed, a semi-colon should be in replace of the comma and and “and” should be added before the last definition in the list.
 - 3. Under section V. Private Personnel Data, letter L seems to have a missing word or adjective around the highlighted word license.
 - 4. Under section V. Private Personnel Data, letter O seems to have a missing word or should be removed “or school”

5. Under section IX. It talks about an Employee Authorization Release Form. Just want to make sure we have that attached and included with the policy.
- viii. Family and Medical Leave Policy
 1. Under section IV. Leave Entitlement number 13. It lists “superintendent” we should switch this to director right? What are the Directives and guidelines and are they currently submitted to the school board or annual review.
 2. Under section V. Special Rules for Instructional Employees. Under letter A it lists instructional employees, but in the redline version he deleted paraprofessional and classroom assistant, are those designations needed to be kept in?
 3. Under section VII. Dissemination of Policy it mentions that the US Department of Labor poster should be in both buildings, is it? Also, it says the policy will be reviewed annually. In the redline version it says bi-annually so want to make sure it is reflected in our scheduled review of this policy.

V. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting:

Old Business

New Business