

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Thursday, August 18, 2022 at 5:30 p.m.

The school board will hold this meeting in person at Swan River Montessori Charter School in the 503 Maple St. building with social distancing and optional masking in place. An option to join via Zoom will also be available.

Join Zoom Meeting
<https://us06web.zoom.us/j/87570431658?pwd=eHNOVFIwTDBnOHcxOEI5TG1zTzVNQT09>
Meeting ID: 875 7043 1658
Passcode: LQVUD3

Meeting Agenda

I. CALL TO ORDER by at Franco Fanucci at 5:35 PM

II. ROLL CALL

- a. Board Members Present: Franco Fanucci, Nicole Perez, Aaron Stonestreet, Amy Savage, Amy Jensen, Rick Freese (all in person)
- b. Board Members Absent: Julie Halvorson
- c. Other Attendees: Annette Vemuri, School Director; Dawn Jenkins, The Anton Group; Jessica Frederiksen, special ed director

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. APPROVAL OF MEETING AGENDA- Motion to approve agenda with addition of establishing board positions as item e made by Perez, Seconded by Stonestreet . Roll Call Vote- all aye

V. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS- New members sworn in: Rick Freese, community member; Nicole Perez, teacher member; Aaron Stonestreet, parent member

VI. DECLARATION OF CONFLICTS- none

VII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 6.21.22 Minutes- Motion to approve by Savage, Seconded by Stonestreet. Roll Call Vote- all aye
- b. 6.29.22 Special Meeting Minutes- Motion to approve by Jensen, Seconded by Stonestreet. Roll Call Vote- all aye

VIII. COMMUNITY COMMENTS -

IX. BOARD CORRESPONDENCE AND COMMUNICATIONS - The board was forwarded an email from OW to Jessica Frederiksen about whether she could be an ex-officio member of the board. OW said she could

not be, but could comment during community comments, join the board or be called upon by the board to speak outside the community comments section when her input as a school administrator would be beneficial to the discussion.

X. FINANCIAL REPORT

- a. June/July Financial Report – Annual audit going well. Projected loss of \$5,000, actual loss \$40,000. Board and director questioned why. Dawn pointed to the added cost of the new slide, lower revenue from EC program- not as much came in as budgeted for from Fund 4. Board wants to look more closely at why this happened to make sure it doesn't happen for FY23. After the audit Dawn will prepare a financial statement to send out the board. Fund balance is 21.15% - still meeting goals and healthy. Audit will wrap up next week or the next. Will get final numbers from them. Not a lot of activity in July, most related to June activity. Holdback payments will start coming on August 30. Cash will start going back up again and down again in Feb. or March. Motion to approve June/July financials made by Savage, Seconded by Jensen. Roll Call Vote- all aye
- b. Enrollment Numbers as of 8.10.22
 - i. Charter School (K-6) = 171
 - ii. Children's House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 171/163
- c. Review of Bills- no issues
- d. Donations- No donations

XI. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS - Bill is in the process of writing the new goals for FY23.

XII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS

- a. FY21 Academic Performance Evaluation from Osprey Wilds- OW not concerned with our academic performance. Lower than historic performance, but all schools seeing impact from pandemic. Perez wonders why the goals say 10% better on MCA than the surrounding district. Vemuri will ask OW. Planes of development data for the Mission Related Goal 1 wasn't available when OW asked for it in May since the rubrics are completed by the teachers towards the end of May. Data for Kindergarten Readiness was submitted to MDE. Document says FY21 but the board thinks it should be FY22. The progress on the goals will be included in the annual report and the board will see it in October.
- b. Vemuri reports OW is working on a spreadsheet to further explain the new contract goals.

XIII. STRATEGIC PLANNING & GOAL SETTING

- a. Discovery Team Update- survey results and team meeting update

XIV. OLD BUSINESS

- a. Amending OW Contract for increased projected enrollment- Charter is for 170 for full enrollment (EC and K-6). Projected yearly enrollment: E1 enroll 24-26; E2 25-30 (over 28-30, then get a 3rd part time teacher), Kinder 25-27 (some do bonus year) . Franco is in charge of filling out the paperwork to amend the charter for 185 total student enrollment..

XV. NEW BUSINESS

- a. Establish Board Committees for FY23- Board will table establishing most committees until the Sept. board meeting with the exception of forming a Wellness Committee and a Compensation Committee.

- i. The Compensation Committee will include: Perez, Halvorson, Savage, Stonestreet, Fredrickson, Vemuri, open up to other teachers
 - ii. The Wellness Committee will include: Jensen, Vemuri, Fanucci and will meet in September
- b. New Hires Update- 5 new staff members: paras and assistants. Replacing those that left. All lead teachers returned.
- c. Board Resolution for IOWA - Motion Savage, 2nd by Stonestreet. Roll Call Vote- Signed by board chair and director.
- d. Annual Designations:
 - i. Depository- Sherburne Bank
 - ii. Electronic Funds Transfers- Director Vemuri
 - iii. Communication- website and the parent email list
- e. Board positions- Motions to approve the board positions made by Perez, Second Stonestreet. All aye
 - i. Chair- Franco Fanucci
 - ii. Secretary- Amy Jensen
 - iii. Treasurer- Amy Savage
- f. Employee Health Insurance Coverage Quotes- table to Sept. meeting. Current insurance goes until Jan.
- g. E-Learning Days- board reviewed, unchanged
- h. Employee and/or Parent Handbook Review-
 - i. Employee Handbook- Perez and Stonestreet shared changes they noticed that needed to be made to the wording to the employee handbook. Jensen will update the handbook with these changes and share with the board.
 - ii. Parent Handbook- Perez and Stonestreet also shared changes and things that the board should discuss further at the September board meeting.
- i. Board Observation Feedback From Osprey Wilds- Board reviewed the feedback. Board will form committees as suggested and report on their activity in the board minutes. Director Vemuri also made sure a paper copy of the board meeting packet was available in person.
- j. OW Contract/Contracted Goals Review- table
- k. Employee Discipline Rubric- Vemuri shared with the board a rubric she will use going forward. Board reviewed and discussed.
- l. COVID Safe Learning Plan- board discussed and reviewed plan which was updated for FY23 and includes new CDC guidelines.
- m. Peanut-Safe School Policy- reviewed
- n. Wellness Policy- tabled
- o. Meal Charge Policy- tabled
- p. Student Dress Policy- tabled

XVI. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – September 20th, 2022 at 5:30 PM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

Approve Insurance Coverage
 Distribution of Information to Families Policy
 Fundraising and the Receiving of Gifts Policy

School Director Succession Policy
Board Member Statements of Assurance
List of Professional Development for Staff

Old Business/Tabled Items

Employee Health Insurance Coverage Quotes
Parent Handbook
OW Contract/Contracted Goals Review
Wellness Policy
Meal Charge Policy
Student Dress Policy

XVII. MOTION TO ADJOURN by Stonestreet at 8:05 pm, Seconded by Savage . Roll Call vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, September 20, 2022 at 5:30 p.m.

The school board will hold this meeting in person at Swan River Montessori Charter School in the 503 Maple St. building with social distancing and optional masking in place. An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/82678907595?pwd=dE4wY1dmc0ZpRIRDK2tYa0RGbnJuZz09>

Meeting ID: 826 7890 7595

Passcode: a4r2Pn

Meeting Agenda

I. CALL TO ORDER by at Aaron Stonestreet at 5:56 PM

II. ROLL CALL

- a. Board Members Present: Amy Savage, Nicole Perez, Rick Freese, Julie Halvorson, Aaron Stonestreet (acting as Chair), Amy Jensen
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: Director Annette Vemuri, Dawn Jenkins (accountant), Jessica Frederiksen (staff), one community member

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. APPROVAL OF MEETING AGENDA- Motion to approve agenda made by Jensen, Seconded by Savage .
Roll Call Vote- all aye, motion carries

V. DECLARATION OF CONFLICTS- none

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 8.19.22- Motion to approve minutes made by Savage, Seconded by Halvorson. Roll Call Vote- all aye, motions carries

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS - none

IX. FINANCIAL REPORT

- a. August Financial Report – Dawn provided more details on why the school was over budget. The following were over budget: \$14,000 cost playground slide, utilities \$6000 over budget, professional development \$7500 (Montessori training/classes), maintenance salaries \$8000 higher than expected. Dawn updated the working budget to account for higher utility costs and the changes in maintenance staff salaries/wages/benefits. Dawn said the slide will come out of the designated fund balance which will reduce the overall deficit. Dawn says if we have time at the next meeting we can look at the designated funds more- what they are and what they can be used for.

August financials now show areas that we are going over budget on for the board to easily see. Haven't seen federal funds yet- comes in Oct. State funds are still on hold back. Perez asked what the board can do to make sure we don't face another unexpected loss. Dawn recommends revising the budget soon and again in March/April. She noted that many of the above items came at the end of the year. Motion to approve August financials made by Halvorson, Seconded by Savage. Roll Call Vote- all aye, motion carries

- b. Motion to move Community Center update up to financial report to allow Dawn to discuss how it impacts our budget made by Halvorson, Seconded by Perez. Roll Call Vote- all aye, motion carries
 - i. Dawn went over how the cost for the community center breaks down. \$22,000 comes from lease aid. \$44,000 in membership fees. MCC proposed \$79,000 for membership and lease aid. Last year we paid about \$69,000. Dawn says we could get up \$37,000 in lease aid. If the school pays ala carte for usage and no memberships. Annette priced this out to be \$35, 712. Annette has reached out to a nearby church to use their facility for our arts night and other large SRMCS gatherings. Dawn says the lease aid application hasn't been submitted yet, so we need to finalize our agreement with MCC. The board discussed the different options of continuing to purchase memberships versus paying a usage fee. The increase in membership fees puts SRMCS over budget. The board recognizes that the membership is a perk of the 2005 contract with MCC which may be no longer feasible to maintain. Keeping full memberships would mean increasing our class sizes or making other cuts (staffing) to make up the difference in the budget. Motion to continue negotiations with MCC to stay within our \$66,000 budget so long as it includes usage and memberships or pay a usage fee if they cannot accommodate this made by Jensen, Seconded by Perez. Roll Call Vote- aye, motion carries

- c. Enrollment Numbers as of 9.19.22
 - i. Charter School (K-6) = 167
 - ii. Children's House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 167/163
- d. Review of Bills- no issues
- e. Donations- no donations

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

- a. SRM 21-22 Formative EE Evaluation- Annette, Bill, and the EE Committee will work on reviewing this year's goals to make sure we are on track to meet our goals and improve upon last year.

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS

XII. STRATEGIC PLANNING & GOAL SETTING

- a. Community Center Update- see above in financial report

XIII. OLD BUSINESS

- a. Employee Health Insurance Coverage Quotes- do not have yet, tabled to October
- b. Parent Handbook- tabled until student dress code suggestions come from the students (see below)
- c. OW Contract/Contracted Goals Review- Annette will update once the FastBridge data is in and calculate growth from fall to fall. Will bring to October meeting
- d. Wellness Policy- Motion made by Jensen to change DWC meeting to say third Tuesday of September at 5:00 pm made by Jensen, Seconded by Freese. Roll Call Vote- all aye, motions carries
- e. Meal Charge Policy- reviewed
- f. Student Dress Policy- Annette said she spoke with other charter schools about this area and they had a lot of success when they included the students in creating the school dress policy. Annette proposes this is something E2 could take on.

XIV. NEW BUSINESS

- a. Establish Board Committees for FY23-
 - i. Compensation Committee- Chair: Nicole Perez. Other Members: Halvorson, Savage, Stonestreet, Fredrickson, Vemuri. Nicole will ask for 1 assistant/para, 1 E2 teacher, and one specialist teacher to join the committee.
 - ii. Finance Committee- tabled until needed
- b. Quote from EdFin- new business after dissolution of TAG (former school accounting firm)- TAG was dissolved due to an employee embezzling from another charter school (not SRMCS). The staff from TAG that has now formed EdFin will be virtually the same and the other team members come highly recommended from other charter schools. Board would like clarification on the quote sent by Dawn. EdFin vs TAG. Motion to approve temporary contract with Edfin pending more information for October meeting made by Jensen, Seconded by Perez. Roll Call Vote- all aye
- c. Approve School Insurance Coverage- no discussion
- d. School Logo from PTO- Board discussed having the students pick a logo. PTO wants to move forward with offerings from Rally Gear. Motion to approve the PTO developed logo for use for apparel and other school branded gear made by Perez, Seconded by Freese. Roll Call Vote- all aye, motion carried
- e. Distribution of Information to Families Policy- reviewed
- f. Fundraising and the Receiving of Gifts Policy- reviewed, but will discuss further at October Meeting
- g. School Director Succession Policy- tabled
- h. Board Member Statements of Assurance- signed at September meeting, completed

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – October 11th, 2022 at 5:30 PM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

Whistleblowers Policy
Financial & Cash Management Policy
Religious Expressions Policy

Credit Card Policy

Approve and Submit Annual Report to MDE, Authorizer

School vs. PTO fundraisers

School Director Succession Policy

Old Business/Tabled Items

Employee Health Insurance Coverage Quotes

EdFin quote

School Director Succession Policy

Parent/Student Handbook

Student Dress Policy

XVI. MOTION TO ADJOURN by Savage at 8:12 pm, Seconded by Halvorson. Roll Call vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Tuesday, October 11, 2022 at 5:30 p.m.

The school board will hold this meeting in person at Swan River Montessori Charter School in the 503 Maple St. building with social distancing and optional masking in place. An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/82571970247?pwd=eIVCa0FYTjJRZXJ2QVYvQ09NaHJMZz09>

Meeting ID: 825 7197 0247

Passcode: nnA97C

Meeting Agenda

I. CALL TO ORDER by at ___Franco Fanucci___ at _____5:33_____ PM

II. ROLL CALL

- a. Board Members Present: Nicole Perez, Amy Jensen, Franco Fanucci, Julie Halvorson, Amy Savage, Rick Freese
- b. Board Members Absent: Aaron Stonestreet
- c. Other Attendees: Director Annette Vemuri, Jessica Frederiksen (SRMCS Sp. Ed. Director)

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. APPROVAL OF MEETING AGENDA- Motion to approve agenda made by Jensen, Seconded by Halvorson . Board Vote- all aye, motion carried unanimously

V. DECLARATION OF CONFLICTS- none

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 9.20..22- Motion to approve agenda made by Perez, Seconded by Freese . Board Vote- all aye, motion carried unanimously

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS - none

IX. FINANCIAL REPORT

- a. September Financial Report – Motion to approve September financials made by Halvorson, Seconded by Savage . Board Vote- all aye, motion carried unanimously
- b. Enrollment Numbers as of 10.7.22
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- c. Review of Bills- reviewed
- d. Donations- tabled to next meeting

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS

SRMCS outperformed the state MCA scores but not the Monticello district. Director Annette says to keep in mind that any students that opt out are counted as zero and bring our average scores down. We also have a much smaller number of students taking the test. Annette reports that our math scores are the most concerning. The school uses student FastBridge scores to flag students that need interventions and track their progress as interventions are implemented. A Math Corp volunteer will be starting soon meeting with small groups. Bill is also our math inventionist specialist and works with groups as well.

The teachers observed that new to the school students and those impacted by pandemic related learning loss are likely bringing down our scores. Fanucci would like to see a breakdown of our MCA scores based on students that were new to the school and those that were returning students. Annette will provide this at the next meeting.

XII. STRATEGIC PLANNING & GOAL SETTING

- a. Community Center Update- The MCC has sent SRMCS an amendment to our contract covering our use and fees for the 2022-2023. The board would like our lawyer to review the amendment and advise SRMCS as to when the original agreement ends. Motion to approve the agreement amendment with the MCC pending a favorable review from our lawyer made by Jensen, Seconded by Perez . Board Vote- all aye, motion carried unanimously

XIII. OLD BUSINESS

- a. Employee Health Insurance Coverage Quotes- SRMCS is locked into a 2 year agreement with current health insurance. School pays 50% of the premium for the employee. Insurance has gone up by \$35 per month (\$17 for school, \$17 for employees). Director Annette told the board about a program called Nice that is \$36 per month per employee on the health insurance. This program provides on site (home or school) care for basic health care such as ear infection, strep, and other typical reasons that warrant a doctor office visit. Annette proposes the school pays for this as an added benefit for the employees. Fanucci proposes the employee pays for some (50/50 with school) or all. Perez proposes Annette meets with the employees on the school insurance and see if they want it. Motion to approve offering the Nice program to the employees enrolled on the school health insurance with the school paying 50% of the cost made by Freese, Seconded by Savage. Board Vote- all aye, motion carried unanimously
- b. EdFin quote- Clarification from Dawn on quote. Everything is the same price as when we were with TAG. Motion to approve contract with EdFin made by Jensen, Seconded by Halvorson. Board Vote- all aye, motion carried unanimously

- c. School Director Succession Policy- Board discussed possible changes to the succession plan and qualifications and opted to leave the policy as reviewed with no changes.
- d. Parent/Student Handbook- tabled to November
- e. Student Dress Policy- Nicole will draft a new version of the policy based on student input and bring it to the board in November.

XIV. NEW BUSINESS

- a. Whistleblowers Policy- reviewed
- b. Financial & Cash Management Policy- reviewed
- c. Religious Expressions Policy- tabled to November
- d. Credit Card Policy- reviewed
- e. Approve and Submit Annual Report to MDE, Authorizer. Motion to approve the SRMCS Annual Report made by Jensen, Seconded by Savage. Board Vote- all aye, motion carried unanimously
- f. School vs. PTO fundraisers- tabled to November

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – November 15th, 2022 at 5:30 PM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

WBWF Summary
2022 Parent Satisfaction Survey Results
Compensation Committee Update
Annual Board Training
Use & Rental of School Facilities Policy
Caseload for Special Education Policy
Bullying Prohibition Policy
Mid-Year Student Enrollment Policy
Extended Care for Staff Children Policy
Review Tuition & Extended Care Rates for Next School Year

Old Business/Tabled Items

Religious Expressions Policy
Parent/Student Handbook
Student Dress Policy
School vs. PTO fundraisers

XVI. MOTION TO ADJOURN by Savage at 7:49 pm, Seconded by Halvorson. Board Vote- all aye, motion carried unanimously

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, December 13, 2022 at 7:30 a.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/86551148961?pwd=RUIqRVFMUWg0RTBxc1BSRkpnSEJyUT09>

Meeting ID: 865 5114 8961

Passcode: aQY2xf

Meeting Agenda

I. CALL TO ORDER by at ___ Fanucci ___ at ___ 7:36 ___ AM

II. ROLL CALL

- a. Board Members Present: Nicole Perez, Julie Halvorson, Amy Savage, Franco Fanucci
- b. Board Members Absent: Rick Freese
- c. Other Attendees: Annette Vemuri (SRMCS director), Bridget Peterson (accountant)

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.

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IV. APPROVAL OF MEETING AGENDA- Motion to approve agenda made by Savage, Seconded by Halvorson. Board Vote- all aye

V. DECLARATION OF CONFLICTS- none

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 10.11..22- Motion to approve agenda made by Perez, Seconded by Savage. Board Vote- all aye

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS

- a. Resignation of Aaron Stonestreet- The board accepts the resignation of Aaron Stonestreet. The board will seek an interim parent board member.
- b. Staff requesting if we can label the doors with a number or a letter. Board discussed and decided it was a good idea for safety reasons and to let the community know what door to come to when visiting the school. Annette will check with the building board.

IX. FINANCIAL REPORT

- a. October Financial Report – End of June fund balance projected to meet policy and be about 23%. Motion to approve October financials made by Savage, Seconded by Havolson . Board Vote- all aye
- b. November Financial Report– Bridget walked the board through the financial report. The school is still at a good place financially. Perez just wants to make sure we aren't surprised at the end of the year and find out we are over budget again like FY22. Bridget says she is working closely with Annette to make sure it doesn't happen again. Motion to approve November financials made by Halvorson , Seconded by Perez . Board Vote- all aye
- c. Enrollment Numbers as of 12.9.22
 - i. Charter School (K-6) = 166
 - ii. Children's House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- d. Review of Bills- no concerns
- e. Donations- Motion to approve donations made by Savage, Seconded by Halvorson . Board Vote- all aye

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

- a. The EE Committee is creating a nature library at Swan River. Although it not an Osprey Wilds EE goal, it is part of the school's commitment to environmental education.
- b. Bill will have results from Indicator Area 1 and Indicator Area 2 from our Environmental Literacy Plan (ELPlan) ready for the January board meeting.

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS

- a. SRMCS will start the second round of Fastbridge testing in January. This is for progress monitoring. Fall to Fall scores are reported to Osprey Wilds so the winter scores are for in house information.

XII. STRATEGIC PLANNING & GOAL SETTING

XIII. OLD BUSINESS

- a. Religious Expressions Policy- reviewed, no changes
- b. Parent/Student Handbook- Motion to approve Parent/Student Handbook with changes to Student Dress section to mirror the separate policy made by Halvorson, Second by Savage. Board Vote- all aye
- c. Student Dress Policy- Motion to approve Student Dress Policy with minor wording changes and delete the disciplinary actions sections made by Perez, Second by Savage. Board Vote- all aye
- d. School vs. PTO fundraisers- The PTO asked about the fundraiser policy and wanted to know if the policy needs to be revised. The board wonders if there is a state statute that restricts how many fundraisers a public school can have or if it was just something the student decided.

Annette will look into it. Or could the policy have a separate number of fundraisers for PTO vs the school.

XIV. NEW BUSINESS

- a. Resignation of Aaron Stonestreet, parent board member. The board thanks Aaron for his service to the school as a parent board member. The school will post that we are seeking a parent board member and application will be included in the school communication email this week.
- b. WBWF Summary- reviewed, was included in the annual report for OW, has been submitted to MDE
- c. 2022 Parent Satisfaction Survey Results- reviewed by board. Franco suggests the survey be sent in a separate email as well as included in The Swan to make sure it is seen by all parents.
- d. Compensation Committee Update- no update
- e. Annual Board Training- no updates
- f. Use & Rental of School Facilities Policy- reviewed, no changes
- g. Caseload for Special Education Policy- reviewed, no changes
- h. Bullying Prohibition Policy- reviewed, no changes
- i. Mid-Year Student Enrollment Policy- reviewed, no changes
- j. Extended Care for Staff Children Policy- reviewed, no changes
- k. Religion Policy- reviewed, no changes
- l. Review Tuition & Extended Care Rates for Next School Year- Current FY23 tuition for EC is \$680. Savage motions to increase tuition to \$700 for FY24, Second by Halvorson . Board Vote- ayes 4, Nay- 1. Motion carries.
- m. Approve Final Audit, Send to MDE- not completed yet by CLA. Tabled to January.
- n. Protection & Privacy of Pupil Records Policy- tabled
- o. Review Articles of Incorporation- tabled
- p. Review Board of Directors Bylaws- tabled

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – January 24th, 2023 at 5:30 PM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

School Director Performance Evaluation
Attendance Policy
 Equal Employment Policy
 Disability Non-Discrimination Policy
 Harassment and Violence Policy
 Student Disability Non-Discrimination Policy
List of Professional Development for Staff

Old Business/Tabled Items

Approve Final Audit, Send to MDE- not completed yet by CLA. Tabled to January.
Protection & Privacy of Pupil Records Policy- tabled
Review Articles of Incorporation- tabled

Review Board of Directors Bylaws- tabled

XVI. MOTION TO ADJOURN by Savage at 8:38 am, Seconded by Halvorson. Board Vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, January 24, 2023 at 7:30 a.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/84389158633?pwd=UzIsbTI5Z1c5VFY3V2hwV0ZQN2FkUT09>

Meeting ID: 843 8915 8633

Passcode: i3TQu8

Meeting Agenda

I. CALL TO ORDER by at ___Jensen___ at ___7:37___ AM

II. ROLL CALL

- a. Board Members Present: Amy Jensen, Nicole Perez, Rick Freese, Julie Halvorson
- b. Board Members Absent: Franco Fanucci, Amy Savage
- c. Other Attendees: Director Annette Vemuri, Bridget Peterson from EdFin (school accountant), Michelle Hoffman from CLA (financial auditor), Parent Jana Evink

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. APPROVAL OF MEETING AGENDA- Motion to approve agenda with adding Interim Parent Board Member under New Business made by Perez, Seconded by Freese. Board Vote- all aye

V. DECLARATION OF CONFLICTS- none

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 12.13..22- Motion to approve agenda made by Halvorson, Seconded by Perez . Board Vote- all aye

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS- none

IX. FINANCIAL REPORT

- a. December Financial Report – Cash increasing, lease aid from state has been paid. Revised FY23 budget will be presented in February. Estimated cash flow balance for June is really strong. Motion to approve December financials made by Halvorson , Seconded by Freese . Board Vote- all aye
- b. Enrollment Numbers as of 1.20.23
 - i. Charter School (K-6) = 165
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 165/163
- c. Review of Bills- reviewed
- d. Donations- none to report for this month. Amazon Smile is disbanding and we will get a final payment in February.

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

- a. Updated ELPlan- Notes from Bill: The most important information is the highlighted areas - everything else is copied from our original approved plan. Just know that so far we have met our evaluation goals on both indicator areas 1 and 2. If you need clarification, please let me know.
- b. Also, we have close to 100 books donated so far for our EE library - not part of our OW goals but EE related nonetheless.

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS

- a. Update to come in February as Fastbridge assessments are completed.
- b. ReadingCorp and MathCorp tutors have started with the school. Reading Corp with 2nd-3rd grade, MathCorp with 4th-6th grade

XII. STRATEGIC PLANNING & GOAL SETTING

XIII. OLD BUSINESS

- a. Approve Final Audit-Michelle Hoffman from CLA talked through the audit of the school’s finances. CLA is issuing a clean report on SRMCS financials for FY22. Motion to approve final audit made by Halvorson, Seconded by Perez. Board Vote-all aye
- b. Protection & Privacy of Pupil Records Policy- reviewed
- c. Review Articles of Incorporation- reviewed
- d. Review Board of Directors Bylaws- reviewed

XIV. NEW BUSINESS

- a. Interim Parent Board Member Applications- Both excellent candidates. Board highly encourages both parent candidates to run in the May election. Motion to appoint Jana Evink as the interim parent board member made by Perez, Seconded by Freese. Board Vote- all aye.
- b. School Director Performance Evaluation- update from Annette, needs to send out a survey to staff after Fanucci reviews it. Perez will also talk to Fanucci about the survey questions. Survey possibly sent in January and March. Vemuri has completed her admin license!

- c. Summer School contracts- Director and other staff. Fund is \$50,000. Lead teachers about \$45/hr- about \$5000 per teacher. \$10000 for materials and supplies. Contract director for summer school director- \$6000. Need to send info in February to families and start getting staff. Motion to approve summer school for 2023 with details of cost and pay pending made by Perez, Seconded by Freese. Board vote- all aye
- d. Attendance Policy- reviewed, but removed strikethrough typo error on page 4 of policy.
- e. Equal Employment Policy- reviewed
- f. Disability Non-Discrimination Policy- reviewed
- g. Harassment and Violence Policy- reviewed
- h. Student Disability Non-Discrimination Policy- reviewed
- i. List of Professional Development for Staff- none to report

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – Tuesday, February 21st, 2023 at 7:30 AM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

Approve School Calendar for Next Year

Confirm Auditor Contract

Review Assumptions and Preliminary Numbers for Upcoming Budget Year

Fixed Assets Policy

Nepotism Policy

Public and Private Personnel Data

List of Professional Development for Staff- if needed

Old Business/Tabled Items

XVI. MOTION TO ADJOURN by ___Halvorson___ at ___8:33___ am, Seconded by ___Freese___. Board Vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Tuesday, February 21, 2023 at 7:30 a.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/87454360268?pwd=RU1wRXRCN00zTVB6YzJ2MnIyM0NNUT09>

Meeting ID: 874 5436 0268

Passcode: S51BuA

Meeting Agenda

I. CALL TO ORDER by at ___Jensen___ at ___7:40___ AM

II. ROLL CALL

- a. Board Members Present: Julie Halvorson, Nicole Perez, Jana Evink, Rick Freese, Amy Jensen, Amy Savage
- b. Board Members Absent: Franco Fanucci (joined via Zoom)
- c. Other Attendees: Director Annette Vemuri, Special Education Coordinator Jessica Frederickson, Bridget Peterson from EdFin (school accountant),

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. APPROVAL OF MEETING AGENDA- Motion to approve agenda made by _Perez_, Seconded by _Savage_. Board Vote- all aye

V. DECLARATION OF CONFLICTS- none

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 1.24.23- Motion to approve agenda with added statement to New Business item C regarding summer school cost and pay pending made by Perez___, Seconded by _Freese_. Board Vote- all aye

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS- none

IX. SWEARING IN OF NEW INTERIM PARENT BOARD MEMBER- The board welcomes Jana Evink as our interim parent board member.

X. FINANCIAL REPORT

- a. January Financial Report – Cash increased \$154,00 from Dec. to Jan. Annette and Bridget working to clean up FY23 budget and revise as needed. General education has a loss of \$20,000 as of right now in working FY23 budget. Can take \$20,000 from the fund balance to cover the loss or cut expenses elsewhere. Additional costs came from fixing and replacing cameras. Building Board can possibly cover all the expenses for them rather than a portion. Expenses for custodial service has also increased- close to double. Can transfer positive fund balance from Community Ed fund to Gen Ed fund to cover loss. Annette will work with Bridget to see how we can cut costs from Gen Ed fund. They will bring a revised budget to the March meeting. Motion to approve January financials made by Halvorson , Seconded by Evink . Board Vote- all ayes
- b. Enrollment Numbers as of 2.19.23
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- c. Review of Bills- Clarification of Chance to Grow billing- This is a contracted service provider for special ed
- d. Donations- none

XI. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS - no new report this month

XII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS - Annette presented growth data from FastBridge for Math and Reading. Below 50% growth for math and reading for all levels except K-1 for math. Students not meeting are working with MathCorp and Math RTI teachers.

XIII. STRATEGIC PLANNING & GOAL SETTING

- a. Meeting with Monticello Community Center FY24 MCC use- have another meeting on March 8th.

XIV. OLD BUSINESS

- a. School Director Performance Evaluation- Nicole and Franco worked on the survey for staff and it was emailed out by Nicole. She will look into changing settings so the survey doesn’t collect emails.
- b. Summer School- Letter of employment for summer school director. May have additional funding coming to hire more teachers. \$10,000 in budget to purchase math curriculum. Annette can share the budget she and Bridget are using for summer school expenses. Motion to approve letter of employment for summer school director position for Vemuri with pay pending made by Savage , Seconded by Freese . Board vote- all aye

XV. NEW BUSINESS

- a. Revised FY23 Budget- tabled to March meeting
- b. Review Assumptions and Preliminary Numbers for Upcoming Budget Year- tabled to March meeting
- c. FY24 School Calendar- tabled to March
- d. Confirm Auditor Contract- tabled to March
- e. Fixed Assets Policy- tabled to March
- f. Nepotism Policy- tabled to March

- g. Public and Private Personnel Data Policy- tabled to March

XVI. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – Tuesday, March 21st, 2023 at 7:30 AM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

- Review assumptions and preliminary numbers for upcoming budget year
- Review all corrective action plans from past audit, if any
- Prepare for Elections
- Compensation for Substitute Teachers & Support Staff Policy

Old Business/Tabled Items

- Revised FY23 Budget
- Review Assumptions and Preliminary Numbers for Upcoming Budget Year
- FY24 School Calendar- tabled to March
- Confirm Auditor Contract- tabled to March
- Fixed Assets Policy- tabled to March
- Nepotism Policy- tabled to March
- Public and Private Personnel Data Policy- tabled to March

XVII. MOTION TO ADJOURN by Savage at 8:53 AM, Seconded by Freese. Board Vote-

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, March 21, 2023 at 7:30 a.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/84321548715?pwd=ZkdRaDZLa0JPYWtCR1VKKN2NUZmJZdz09>

Meeting ID: 843 2154 8715

Passcode: 15QyPU

Meeting Agenda

- I. CALL TO ORDER** by at Fanucci at 7:37 AM
- II. ROLL CALL**
- a. Board Members Present: Franco Fanucci, Jana Evink, Nicole Perez, Rick Freese, Amy Savage, Amy Jensen
 - b. Board Members Absent: Julie Halvorson
 - c. Other Attendees: Director Annette Vemuri, Special Education Coordinator Jessica Frederickson, Bridget Peterson from EdFin (school accountant),
- 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. APPROVAL OF MEETING AGENDA-** Motion to approve agenda made by Savage, Seconded by Perez. Board Vote- all aye
- V. DECLARATION OF CONFLICTS-** none
- VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**
- a. 2.21.23- Motion to approve minutes made by Perez, Seconded by Evink. Board Vote- all aye
- VII. COMMUNITY COMMENTS** - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS- none

IX. FINANCIAL REPORT

- a. February Financial Report – Dip in cash flow, waiting on Federal grants to come through. Projected to end the year at 21% fund balance- which OW wants us to have. General Ed Fund 1 will have a loss of about \$23,000. Building Board did approve reimbursement of \$5,000 for security camera repair/replacement. One major impact is utility cost increase of about \$10,000 and OW fees of about \$3,000. Could help balance by putting a freeze on expenses, such as classroom supply spending. Motion to approve February financials made by _Savage_ , Seconded by _Freese_ . Board Vote- all aye
- b. Enrollment Numbers as of 3.19.23
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- c. Review of Bills- \$8,874 bill coded as field trip bus, might be special ed transportation- Bridget looking into it.
- d. Donations- Motion to approve donations made by __Jensen__ , Seconded by __Savage__ . Board Vote- all aye

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

Bill Anderson sent the board the updated plan, having finished Indicator Area 3 before Spring Break. The part highlighted with green is the newest information - yellow highlighted parts are previously finished parts so skip the yellow for now.

Also, our EE committee is still trying to expand our EE library AND we're still trying to find an app that our school community can use to repurpose/exchange clothing. We're always looking for ways to help the environment.

EarthDay is a month away and as our committee has discussed, doing yard work around the campus most likely won't happen as there's a good chance we'll still have snow on the ground. We're working on ways to get the classrooms involved as an alternative to Indicator Area 5, which calls for a school-community wide clean up event as we tried to organize last year. As you recall, rain washed out our clean up days last year.

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS - MCA testing in April. Fastbridge again in May.

XII. STRATEGIC PLANNING & GOAL SETTING

- a. SRMCS expansion for 7th and 8th grade- Expansion plan has to be submitted to OW by May 1st. Do not need to actually expand immediately- this would be FY25. Perez wonders what the cost is for filing. Savage wonders if there is a middle school Montessori training program in MN. Vemuri will look into these questions and bring to April meeting.
- b.

XIII. OLD BUSINESS

- a. Revised FY23 Budget- See further notes above. Motion to approve FY23 budget with projected \$23,000 loss in Gen Ed Fund 1 made by _Jensen_ , Seconded by _Evink_ . Board Vote- all aye
- b. Review Assumptions and Preliminary Numbers for Upcoming Budget Year- board will form finance committee and work on this for approval in May.
- c. FY24 School Calendar- Charter schools have to count instructional hours, not days at school (see spreadsheet in board packet) Calendar A is exactly the same as Monti. District. Calendar B will

be tweaked. Motion to approve Calendar B with adding CH Phase-in Days in August 29-31, Nov. 3 as a ½ day and Feb. 16 as a non-student/conference prep day made by Perez, Seconded by Savage. Board Vote- all aye

- d. Confirm Auditor Contract- hard to find school finance auditors. Issues this year were an anomaly. CLA will remain our auditor. Contract pending.
- e. Fixed Assets Policy- Need to change heading “Capital Assess Definition” to “Capital Assets Definition” Motion to approve change made by Jensen, Seconded by Evink. Board Vote- all aye
- f. Nepotism Policy- reviewed, no changes
- g. Public and Private Personnel Data Policy- reviewed, no changes

XIV. NEW BUSINESS

- a. School Board Finance Committee formation- Committee will consist of Savage, Evink, Fanucci, Bridget Peterson (EdFin). Plan to meet Tuesday, April 4th at 7:30 am in 503 kitchen.
- b. Parent Survey Results- reviewed by board
- c. Set meeting date for School Director Evaluation- SRMCS Special Closed Board Meeting for the purpose of reviewing Vemuri’s performance set for Wed, April 12 at 7:30 AM in 503 building.
- d. Prepare for Elections- Fanucci will send out the communication about elections including timeline.
- e. Compensation for Substitute Teachers & Support Staff Policy- Table to April

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – Tuesday, April 18th, 2023 at 5:00 PM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

Approve Preliminary Budget for Coming Fiscal Year
Extended Care Enrollment for Children of SRMCS Staff Members
Conflict of Interest Policy
Use of Potassium Iodide (KI) in the Event of a Nuclear Accident Policy
Crisis Management Policy
List of Professional Development for Staff
Submit Lease Aid Application to MDE

Old Business/Tabled Items

XVI. MOTION TO ADJOURN by Perez at 8:59 AM, Seconded by Savage. Board Vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL
Special Closed Session School Board Meeting
for the purpose of evaluating the school director performance
Wednesday, April 12, 2023 at 7:30 a.m.

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

Meeting Agenda

I. CALL TO ORDER by _____ Amy Jensen _____ at ___ 7:44 ___ AM

II. ROLL CALL

- a. Board Members Present: Jana Evink, Rick Freese, Amy Savage, Nicole Perez, Julie Halvorson, Amy Jensen
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: None

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. APPROVAL OF MEETING AGENDA- Motion to approve by _Savage_, Seconded by _Evink_. Board Vote- all aye

V. DECLARATION OF CONFLICTS- none

VI. COMMUNITY COMMENTS - none

VII. CLOSED SESSION PER MN STATUTE 13.D: SCHOOL DIRECTOR EVALUATION

Motion to close the meeting in accordance with MN. Stat.13D.05 Subd. 3. to evaluate the performance of the school director, Annette Vemuri for the 2022-23 school year made by _____ Freese _____ at _____ 7:46_ am, 2nd by _____ Halvorson _____. Board Vote- all aye

Closed Session Summary:

The board reviewed the results of the parent survey, staff survey and individual letters sent to the board as well as our observations of her job performance to evaluate Ms. Vemuri. Overall the board is pleased with the performance of Ms. Vemuri and the board created an action plan for her to improve her communication with staff and her understanding of the Montessori method/curriculum. She brings many strengths to her role as a school leader and shows a willingness to make growth in the areas identified as weaker.

VIII. Motion made to open the meeting made by__Perez__ at __9:02__ am, 2nd by ____Savage_____,
Board Vote- all aye

IX. NEW BUSINESS

a. Letter of Employment for school board director. Motion to offer a letter of employment to Annette Vemuri with pay pending after budget meeting with accountant made by Evink, Seconded by Freese.
Board Vote- all aye

X. MOTION TO ADJOURN by _____Savage_____, Seconded by _____Halvorson__ at ____9:08__
am. Board vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, April 18, 2023 at 5:00 p.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/84321548715?pwd=ZkdRaDZLa0JPYWtCRlVKN2NUZmJZdz09>

Meeting ID: 843 2154 8715

Passcode: 15QyPU

Meeting Agenda

I. CALL TO ORDER by at ___Jensen___ at __5:06___ PM

II. ROLL CALL

- a. Board Members Present: Jana Evink, Julie Halvorson, Amy Savage, Amy Jensen, Rick Freese (joined at 5:20 pm)
- b. Board Members Absent: Franco Fanucci, Nicole Perez
- c. Other Attendees: Director Annette Vemuri, Special Ed. Coordinator Jessica Frederiksen (virtual), Dan Jett (Osprey Wilds observer)

III. REVIEW OF SRMCS MISSION AND VISION STATEMENTS

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IV. APPROVAL OF MEETING AGENDA- Motion to approve agenda with the following additions: Middle School Expansion to Strategic Planning & Goal Setting, Summer Program Director letter to Old Business, and EdFin Employee Access to New Business (as item b) made by _Halvorson_, Seconded by _Savage_.
Board Vote- all ayes

V. DECLARATION OF CONFLICTS-

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 3.21.23- Motion to approve March minutes made by _Evink_, Seconded by _Halvorson_. Board Vote- all ayes
- b. 4.12.23- Motion to approve Special Closed Meeting minutes made by _Halvorson_, Seconded by _Evink_. Board Vote- all ayes

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS- none

IX. FINANCIAL REPORT

- a. March Financial Report – Bridget Peterson told Annette that our cash flow is very good. Our projected fund balance is 21% which is very good. In good standing. FY24 budget is still in progress. Motion to approve March financials made by _Savage_, Seconded by _Halvorson_. Board Vote- all eyes
- b. Enrollment Numbers as of 4.14.23
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- c. Review of Bills- reviewed
- d. Donations- none to approve

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

EE Committee has a spreadsheet for the individual classrooms to participate in school campus clean-up. Bill worked with OW to get our adjusted goal of a one day, all campus clean-up changed to a class by class clean-up.

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -

Third graders have completed their MCA tests. E2 is working on their over the next several weeks. Fastbridge testing will begin soon. Teachers will be collecting data for Kindergarten Readiness, Reading Well By Third Grade, Writing Assessments and Social-Emotional/Planes of Development.

XII. STRATEGIC PLANNING & GOAL SETTING

- a. Middle School Expansion- In light of the budget concerns, Vemuri recommends that SRMCS not pursue expanding at this time. The board agrees and will look at it again in the future.

XIII. OLD BUSINESS

- a. Compensation for Substitute Teachers & Support Staff Policy- Vemuri shared that support staff subs have expressed that \$15 is low and it might be hard to find subs. Vemuri suggested that we change it to \$16-\$16.50. Motion to raise the non-licensed support staff sub pay from \$15 to \$16 an hour by Savage, Seconded by Halvorson. Board vote- all eyes
- b. Summer Program Director/Coordinator letter- Motion to approve a letter of employment for Vemuri as summer program director/coordinator for a pay \$6,000 made by __Evink__, Seconded by __Halvorson__. Board Vote- all aye

XIV. SCHOOL DIRECTOR EVALUATION

Board opted to not close this portion of the meeting as planned in the draft agenda and reviewed the director’s action plan in open session. The board highlighted the director’s strengths and areas for improvement and provided the director with a copy of her action plan. The board will check in throughout the year with the director on the progress on her action plan. The letter of employment for the director for the 2023-2024 school year was approved with pay pending during the open session of the April 12, 2023 special closed meeting.

XV. NEW BUSINESS

- a. Letter of Employment for Annette Vemuri, SRMCS Director. tabled until May
- b. EdFin Employee Access- Vemuri shared that Bridget Peterson and Bethany Voth of EdFin need view only access to our Sherburne Bank accounts. Dawn Jenkins (formerly of EdFin) needs to be removed from having access. Bridget also suggested 2 signers on our checks but the board will table this until after elections. Motion to approve the removal of Dawn Jenkins for our account and adding Bridget Peterson and Bethany Voth as having view only access made by Savage, Seconded by Freese. Board vote- all ayes
- c. Finance Committee Update- The board will meet for a workshop session to further discuss the FY24 budget.
- d. SRMCS Board Workshop Date- Tuesday, April 25, 2023 from 7:30 AM-9:00 AM. Motion to approve the board workshop date made by _Halvorson_, Seconded by _Savage_. Board Vote- all ayes
- e. Extended Care Enrollment for Children of SRMCS Staff Members Policy- no changes, reviewed
- f. Conflict of Interest Policy- - no changes, reviewed
- g. Use of Potassium Iodide (KI) in the Event of a Nuclear Accident Policy- no changes, reviewed
- h. Crisis Management Policy- Vemuri suggests adding language to the weather related school closure section to give our school director the authority to close school even if Monticello does not. She will make her suggested changes and bring it to the board in May for approval.

XVI. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – Tuesday, May 16th, 2023 at 7:30 AM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

Revise Budget

Confirm Enrollment Projections

School Board Elections Update

FY24 Update

Board Workshop

Old Business/Tabled Items

Crisis Management Policy with updates from Annette

Letter of Employment for Annette Vemuri, SRMCS Director.

XVII. MOTION TO ADJOURN by _Halvorson_ at _6:37_ PM, Seconded by _Savage_. Board Vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL

Special Closed Session School Board Meeting

Tuesday, May 9, 2023 at 7:30 a.m.

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

Meeting Agenda

- I. CALL TO ORDER** by _____ Jensen _____ at 7:33 AM
- II. ROLL CALL**
- a. Board Members Present: Jana Evink , Julie Halvorson, Amy Savage, Nicole Perez, Rick Freese
 - b. Board Members Absent: Franco Fanucci
 - c. Other Attendees: School Director Annette Vemuri
- III. APPROVAL OF MEETING AGENDA-** Motion to approve by _Freese_, Seconded by _Evink_. Board Vote- all aye
- IV. DECLARATION OF CONFLICTS-** none
- V. CLOSED SESSION PER MN STATUTE 13.D: CONFIDENTIAL STUDENT RECORDS**
- Motion to close the meeting in accordance with MN. Stat.13D.05 Subd. 3. to discuss the conclusions of medical data made by ___Evink___ at 7:34 am, 2nd by _____Freese_. Board Vote- all aye
- Closed Session Summary:**
- Board received and discussed information in regards to medical data.
- VI. Motion made to open the meeting** made by _Savage_ at 8:05 am, 2nd by _____Evink_____, Board Vote- all aye
- VII. MOTION TO ADJOURN** by _____Freese_____, Seconded by ___Savage___ at 8:05 am. Board vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Tuesday, May 16, 2023 at 7:30 a.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/82586144208?pwd=V2czMjBuNUJ0UGZCRlcvMWxmZi9tQT09>

Meeting ID: 825 8614 4208

Passcode: wa85e1

Meeting Agenda

I. CALL TO ORDER by at ___Jensen___ at ___7:36___ AM

II. ROLL CALL

- a. Board Members Present: Julie Halvorson, Nicole Perez, Amy Jensen, Jana Evink, Rick Freese, Amy Savage
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: 3 SRMCS staff members, EdFin Accountant Bridget Peterson, Special Education Director Katie Zehowski, Director Annette Vemuri

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. APPROVAL OF MEETING AGENDA- Motion to approve agenda made by _Perez_, Seconded by _Halvorson_. Board Vote- all aye

V. DECLARATION OF CONFLICTS- none

VI. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 4.18.23- Motion to approve April minutes with editing changes made by _Savage_, Seconded by _Halvorson_. Board Vote- all aye
- b. 5.9.23- Motion to approve Special Closed Meeting minutes made by _Savage_, Seconded by _Freese_. Board Vote- all aye

VII. COMMUNITY COMMENTS - none

VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS

a. CLOSED SESSION PER MN STATUTE 13D.05, subd. 2 CONFIDENTIAL STUDENT RECORDS

Motion to close the meeting in accordance with MN. Stat.13D.05 Subd. 2. to discuss parent concerns that involve non-public student data made by ___Savage___ at ___8:03___ am, Seconded by ___Evink___ . Board Vote- all aye

Closed Session Summary: Board reviewed parent concerns. No action was taken.

Motion made to open the meeting made by___Savage___ at ___8:29___ am, Seconded by ___Freese___, Board Vote- all aye

b. CLOSED SESSION PER MN STATUTE 13D.03, 13D.05, subd. 3 Employee Evaluation/Performance

Motion to close the meeting in accordance with MN. Stat. 13D.03, 13D.05 Subd. 3. to discuss an employee's concerns regarding the performance of the school director made by ___Evink___ at ___8:23___ am, Seconded by ___Freese___ . Board Vote- all aye

Closed Session Summary: The board reviewed the communication from the employee and found no further action was needed regarding the performance of the school director at this time.

Motion made to open the meeting made by___Freese___ at ___9:09___ am, Seconded by ___Savage___, Board Vote- all aye

IX. FINANCIAL REPORT

- a. April Financial Report – Cash flow has decreased by about \$80,000 but not unusual. Year end fund balance projected at 21% which is where we need to be. Motion to approve April financials made by ___Savage___ , Seconded by ___Halvorson___ . Board Vote- all aye
- a. Enrollment Numbers as of 5.12.23
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- b. Review of Bills- reviewed
- c. Donations- Motion to approve 5.1.23 Amazon Smile donation of \$32.40 made by ___Perez___, Seconded by ___Savage___ . Board Vote- all aye

X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -

XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -

XII. STRATEGIC PLANNING & GOAL SETTING

XIII. OLD BUSINESS

- a. Crisis Management Policy with updates from Annette- table to June
- b. Letter of Employment for Annette Vemuri, SRMCS Director.- table to June

XIV. NEW BUSINESS

- a. Approve FY24 Budget- Budgeted for 163 students with 4% increase for FY24. Increase has been passed by state. Food service budget will be revised as we know more about the free food all program. Motion to approve FY24 Budget made by __Halvorson__, Seconded by __Evink__. Board Vote- all aye
- b. Confirm Enrollment Projections
- c. School Board Elections Update- vote count happening on 5.17.23
- d. MCC Facility Lease Agreement. Motion to approve MCC Lease Agreement made by __Savage__, Seconded by __Freese__. Board Vote- all aye
- e. OW FY22 Academic Report
- f. OW Sounding Board newsletter- Personnel Files

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting – Monday, June 19th, 2023 at 8:00 AM at Swan River Montessori.
- b. Upcoming Agenda Items-

New Business

Swearing in of Newly Appointed Board Members
Set Dates/Times for Upcoming Fiscal Year Board Meetings
Building Board Appointments
Review Lunch Prices
Reading Well by 3rd Grade Plan
Annual Board Training
List of Professional Development for Staff
Final Progress toward Contracted Goals

Old Business/Tabled Items

Crisis Management Policy
FY24 Letter of Employment for SRMCS Director Annette Vemuri

XVI. MOTION TO ADJOURN by _Freese_ at _9:14_ AM, Seconded by _Evink_. Board Vote- all aye

SWAN RIVER MONTESSORI CHARTER SCHOOL
School Board Meeting
Wednesday, June 21, 2023 at 5:30 p.m.

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

An option to join via Zoom will also be available.

Join Zoom Meeting

<https://us06web.zoom.us/j/89065292128?pwd=SzlqMFVkOEtK3Avb2oySm5DSEh1dz09>

Meeting ID: 890 6529 2128

Passcode: xrj9wW

Meeting Agenda

I. CALL TO ORDER by Franco Fanucci ___ at ___ 5:32 __ PM

II. ROLL CALL

- a. Board Members Present: Franco Fanucci, Rick Freese, Julie Halvorson, Amy Savage, Jana Evink, Nicole Perez, Amy Jensen
- b. Board Members Absent: none
- c. Other Attendees: School Director Annette Vemuri, community members and staff both in person and online via Zoom, SRMCS Accountant Bridget Peterson via Zoom

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. MISSION AND VISION IN ACTION

V. APPROVAL OF MEETING AGENDA- Motion to approve agenda adding audit made by Julie_,
Seconded by _Savage_. Board Vote- all aye

VI. DECLARATION OF CONFLICTS- none

VII. Swearing in of newly appointed board members- Amy Jensen, Amy Savage, Rick Freese and Jana Evink

VIII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES

- a. 5.16.23- Motion to approve May meeting minutes made by Freese, Seconded by Halvorson. Board Vote- all aye

IX. COMMUNITY COMMENTS - Staff and parents both in person at the meeting and via Zoom voiced their concerns about the direction the school is going, the recent employment changes and other concerns about the school. The board took notes of these comments and will discuss them in depth at a later date.

X. BOARD CORRESPONDENCE AND COMMUNICATIONS- A summary of correspondences received will be provided to the school community following a Special Closed meeting. The purpose of this meeting will be to review community comments and correspondence regarding the performance of the school director. The date for this Special Closed Meeting will be set as part of this board meeting.

Board discussed when to have a closed session to review the comments and correspondence. The closed meeting will be at 1 pm on June 22, 2023.

XI. FINANCIAL REPORT

- a. May Financial Report – In a better place than most other schools Bridget works with. Strong cash on hand balance. Not feeling pressure from state holdback because of our 21% fund balance. Motion to approve May financials made by Jensen, Seconded by Evink. Board Vote- all aye

- a. FY23 Enrollment Numbers as of 6.16.23
 - i. Charter School (K-6) = 166
 - ii. Children’s House (EC) = 13
 - iii. Pupil Unit Actual/Budget = 166/163
- b. Projected FY24 Enrollment
 - CH1: 20 - 22 - (14-15K/6-7 prek)
 - CH2: 20 - 22 - (14-15K/6-7 prek)
 - E1-1: 25 - 26
 - E1-2: 25 - 26
 - E1-3: 25 - 26
 - E2-1: 25 - 30
 - E2-2: 25 - 30

Charter Enrollment 153 - 168/ 12 - 14 prek
Total Enrollment - 165 - 182

Our approved FY 24 budget is based on 163 students and 13 preK.

- c. Quote from Esterbrooks Certified Public Accountants to do our annual audit- Bridget reached out to multiple firms but only 2 were available. Esterbrooks quote is \$16,000. Contract is for this audit only and not locked in for an extended period of time. The cost is higher than our previous firm, but we have to have the audit done. Another quote from a different firm was \$17,000 base price. Motion to approve contract with Esterbrooks made by Halvorson, Second by Savage. Board vote- all aye
- d. Review of Bills- reviewed
- e. Donations-
 - i. Amazon Smile 6/8/23- \$100.99
 - ii. Read-a-thon 4/14/23- \$4776.96
 - iii. Read-a-thon 5/19/23- \$1194.24Motion to approve above donations totalling \$6072.19 made by Savage, Seconded by Evink. Board Vote- all aye

- XII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS** - Annette went to EE training from OW and the goals are not changing, but the way they are written and submitted is changing. Will update as more is known.
- XIII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS** - Board will review the Reading Well By Third Grade Plan at the August meeting. Our Osprey Wilds goals go from fall to fall so will update in the fall following FastBridge testing in September.
- XIV. STRATEGIC PLANNING & GOAL SETTING**- 5 teachers getting their LETRS training on the science of reading, staff book study on the science of reading and literacy in the Montessori classroom planned for the upcoming year, parent question about moving away from Montessori- board approves changes to curriculum, not the director which is the reason for a teacher majority on the board
- XV. OLD BUSINESS**
- a. Crisis Management Policy- Motion to approve Crisis Management Policy with changes to the Weather Related School Closure Decision Making and other minor grammatical errors made by ___Jensen___, Second by ___Perez___. Board Vote- all aye
- XVI. NEW BUSINESS**
- a. Set Date and Time for Special Closed meeting to review community comments and correspondence regarding the performance of the school director- Special Closed Meeting June 22, 2023 at 1 p.m.
 - b. Set Date and Time for a Special Open meeting to approve new policy “Malicious and Sadistic Conduct Policy” required by the state of MN- new policy needs to be approved by August 1st. Meeting set July 19 at 1 pm
 - c. Set Date and Time for board workshop with Osprey Wilds- August 22 at 1 pm.
 - d. Set Dates and Times for Upcoming Fiscal Year Board Meetings
 - e. Staffing FY24 Update- Letters of employment offered for FY24 due back by Monday June 26. All lead teachers will be Montessori certified. Have interest in the art position with interviews pending. Contacted Rogers School of Music who has contracted with schools before to provide music education and need to schedule.
 - f. Building Board Appointments- Kirsten Host, SRMCS Operations Manager, will fill the position of a staff member on the building board
 - g. Free Lunch & Breakfast program Update- grant submitted for \$9,000 for a new and larger fridge
 - h. Reading Well by 3rd Grade Plan Update- will update the plan in August. Fastbridge scores lower than expected but tests for fluency (speed) and is timed. Testing done by the teachers (reading sight words and untimed) shows the students are reading sight words at 90% accuracy. Balance between speed and accuracy.
 - i. Annual Board Training- OW is still in the planning stages
 - j. List of Professional Development for Staff- Annette attended a leader’s retreat earlier this month for charter school leaders. Made some good connections with other leaders. Literacy in the Montessori Environment book study for lead teachers in the fall.
 - k. Final Progress toward Contracted Goals- OW goals look at the data fall to fall for academic goals. Will update in the fall once beginning of the year assessments are completed.

1. 2023-2024 School Calendar- Monticello made changes to their calendar which affects our bussing for the first week of school. They now have Sept 7 as the first day of school for preK through 5th. SRMCS will also start school for preK-6th grade on Sept. 7. Phase-in Days for new Children's House students will remain the same.

XVII. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Board Meeting –
Special Closed Sessions on June 22 and June 28 at 1 pm for the purpose of reviewing the performance of the school director.
Regular open meeting on July 19 at 1 pm for the purpose of reviewing and approving policies.
Regular Board Meeting August 15 at 5:30 PM.
- b. Upcoming Agenda Items for August Meeting-

New Business

Annual Designations: Depository, Electronic Funds Transfer, and Communication
Pledge of Allegiance Policy
eLearning Policy & Plan
Wellness Policy- July Meeting
Meal Charge Policy
OW Contract/Contracted Goals Review
Employee and/or Parent Handbook Review- July meeting
Establish Board Committees
Annual Board Training Update
List of Professional Development for Staff
Board Resolution for IOWA - Sign
Wellness Committee Mtg.- July meeting
World's Best Workforce Plan & Committee Mtg.

Old Business/Tabled Items

XVIII. MOTION TO ADJOURN by _Savage_ at _8:33_ PM, Seconded by _Perez_. Board Vote-

SWAN RIVER MONTESSORI CHARTER SCHOOL
Special Closed Session School Board Meeting
for the purpose of reviewing the school director performance
Wednesday, June 28, 2023 at 1:00 p.m.

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

Meeting Agenda

I. CALL TO ORDER by _____ **Franco Fanucci** _____ at **1:10 PM**

II. ROLL CALL

- a. Board Members Present: Nicole Perez, Rick Freese, Franco Fanucci, Amy Savage, Amy Jensen, Jana Evink (Amy Jensen left after the closed session)
- b. Board Members Absent: Julie Halvorson
- c. Other Attendees: Annette after the closed session

III. REVIEW OF SRMCS MISSION AND VISION STATEMENTS

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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. APPROVAL OF MEETING AGENDA- Motion to approve agenda with moving letter of employment to item b and adding item a about Montessori leadership conference made by Jensen, Seconded by Savage. Board Vote- all aye

V. CLOSED SESSION PER MN STATUTE 13.D: SCHOOL DIRECTOR PERFORMANCE REVIEW

Motion to close the meeting in accordance with MN. Stat.13D.05 Subd. 3. to review the performance of the school director, Annette Vemuri made by Freese at 1:13 pm, 2nd by Evink. Board Vote- all aye

Closed Session Summary: The board continued to review the community comments and correspondence. The board revised the director evaluation plan goals to include additional goals in the areas of communication with staff and community, employment matters, and Montessori professional development. The board invited the director into the meeting following the closed session to go over the goals. A monthly agenda item to review her progress on these goals has been added to the board's monthly meeting schedule.

VI. Motion made to open the meeting made by Savage at 2:24 pm, 2nd by Freese, Board Vote- all aye

VII. NEW BUSINESS

- a. AMI Montessori Administrators Certificate Course- The director brought this administrators certificate being offered by the Association Montessori Internationale to the board's attention. The board reviewed the topics covered and determined it would be a valuable professional development course for a non-Montessori trained administrator. Motion to approve SRMCS covering the course fee (of \$1,500 plus \$750 travel expense) made by _Savage____, Seconded by __Evink__. Board Vote- all aye
- b. Letter of Employment for school board director. Motion to approve letter of employment with a salary of \$ _86,700____ made by _Freeze____, Seconded by __Evink__. Board Vote- all aye

**VIII. MOTION TO ADJOURN by _____Perez_____, Seconded by __Evink_____ at ___3:43___ pm.
Board vote- all aye**