

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, August 15, 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.

**Meeting Agenda**

**I. CALL TO ORDER by at \_\_\_Evink\_\_\_ at 5:34 PM**

**II. ROLL CALL**

- a. Board Members Present: Evink, Perez, Savage, Halvorson, Freese, Jensen
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: Director Annette Vemuri; Bridget Peterson, EdFin accountant; Erin Anderson, Osprey Wilds (OW) Charter Division 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. MISSION AND VISION IN ACTION-** Annette attended a week long Montessori admin workshop

**V. APPROVAL OF MEETING AGENDA-** Motion to approve agenda adding establishing board roles to new business made by\_Jensen, Seconded by \_Halvorson\_. Board Vote- all aye

**VI. DECLARATION OF CONFLICTS-** none

**VII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 6.21.23- Motion to approve meeting minutes made by \_Halvorson\_, Seconded by \_Perez\_. Board Vote- all aye, motion carries
- b. 6.22.23- Motion to approve meeting minutes made by Freese\_\_, Seconded by \_Halvorson\_. Board Vote-all aye, motion carries
- c. 6.28.23- Motion to approve meeting minutes made by \_Savage\_, Seconded by \_Halvorson\_. Board Vote- all aye, motion carries
- d. 7.19.23- Motion to approve meeting minutes made by \_Jensen\_, Seconded by \_Freese\_. Board Vote- all aye, motion carries

**VIII. COMMUNITY COMMENTS -** none

**IX. BOARD CORRESPONDENCE AND COMMUNICATIONS-** none to discuss

## **X. FINANCIAL REPORT**

- a. June Financial Report – June financials have many areas with estimates of what state aid is expected. Important to highlight that the school maintained enrollment of 166 throughout the year which is what we budgeted for. School ended the year with a great cash flow. School audit will occur in September and hope to have the audit presentation in October. Motion to approve June financials made by Jensen , Seconded by Savage . Board Vote- all aye, motion carries
- b. July Financial Report – Hardly any expenses. New fiscal year - 8% complete (one month), budgeted for 163 enrollment for K-6, need to get lease aid approved so we don't run into a cash flow problem later in the school year. Motion to approve July financials made by Perez , Seconded by Freese . Board Vote- all aye, motion carries
  
- a. FY24 Enrollment Numbers as of 8.14.23
  - i. Charter School (K-6) = 158
  - ii. Children's House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 158/163
- 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. Review of Bills- reviewed by board, more unemployment bills due to change in law that hourly school employees can apply for the summer, state said they would reimburse for 2 years but not how or when
- d. Donations- none

## **XI. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS -**

- a. OW Contract/Contracted Goals Review- did not have data on assessments given to show the goal was met, Vemuri worked on documenting what the students did throughout the year relating to the EE goals into a written report for OW. To ensure data is not available again, Annette will ask for data as it is collected and have the school EE committee responsible for items.

## **XII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -** Fastbridge testing will happen when the students return to school- by the 2nd or 3rd week of September. Our OW goals for Fastbridge look at growth from fall to fall.

## **XIII. STRATEGIC PLANNING & GOAL SETTING-** Annette recommends the school forms a committee to look at what the school wants or needs in regards to the community center use or facilities needed for gym. The contract is up in 2 years.

#### **XIV. OLD BUSINESS**

- a. Update on MCC contract- Annette had a meeting with a lawyer, Craig Keplar, that works with charter schools and their leases. He looked at our lease and can help the school with the board's concerns with the MCC contract. He charges \$375 an hour. Motion to approve Craig Keplar as our lawyer to handle our MCC contract, Seconded by Perez. Board Vote- all aye, motion carries
- b. Update on new staff- New art teacher (50% art, 50% sped/rti), New music teacher from Rogers School of Music, still looking for a technology teacher, hired another para recently, interviewed another
- c. Update on Director's Montessori Admin training- Annette reports it was amazing and made connections, one with another recently new director at a Montessori school in MN.

#### **XV. NEW BUSINESS**

- a. Revised and Updated Employee Handbook- Board discussed the revisions made by our contracted HR to the employee handbook. Motion to approve revised employee handbook made by Halvorson, Seconded by Savage. Board vote- all aye, motion carries
- b. PTO Garage Sale Fundraiser request- Motion to approve garage sale fundraiser made by Perez, Seconded by Savage. Board vote- all aye, motion carries
- c. Establish Board Committees and board roles
  - i. Proposed Committees- tabled establishing committee members to Sept meeting
    1. Governance
    2. Finance
    3. Director Evaluation
    4. MCC Contract and School Facilities
  - ii. Board Roles
    1. Chair- Motion to nominate Jana Evink as board chair for FY24, Seconded by Savage. Board vote- all aye, motion carries
    2. Secretary- Motion to nominate Amy Jensen as secretary for FY24 made by Perez, Seconded Freese. Board vote- all aye, motion carries
    3. Treasurer- Motion to nominate Savage as treasurer for FY24 made by Halvorson, Seconded by Perez. Board vote- all aye, motion carries
- d. Set committee and meeting time for Wellness Committee- Wellness committee will consist of Amuri, Savage and Halvorson and meet at 7:30 AM on Monday, Sept. 18
- e. Annual Designations:
  - i. Depository- Sherburne Bank
  - ii. Electronic Funds Transfers- Director Annette Vemuri
  - iii. Communication- website and the parent email listMotion to approve the above designations made by Perez, Seconded by Halvorson. Board vote- all aye, motion carries
- f. Board Resolution for IOWA - Motion to approve school director Annette Vemuri as IOWA for FY24, Seconded by Halvorson. Board vote- all aye, motion carries
- g. Meal Charge Policy- tabled
- h. Pledge of Allegiance Policy- tabled
- i. eLearning Policy & Plan- Motion to approve eLearning Plan made by Jensen, Seconded by Savage. Board vote- all aye, motion carries

#### **XVI. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, September 19, 2023 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

Approve Insurance Coverage  
Wellness Policy  
Equal Educational Opportunity Policy  
Purchasing Policy  
Compensation for Substitutes Policy  
Internet Acceptable Use & Safety Policy  
Application & Enrollment Procedures Policy  
Background Checks Policy- move to odd fiscal year  
Intellectual Property Policy  
Progress on Director Goals  
List of Professional Development for Staff  
Board Member Statements of Assurance

Old Business/Tabled Items

**XVII. MOTION TO ADJOURN by \_Jensen\_ at \_7:32\_ PM, Seconded by \_Halvorson\_. Board Vote- all aye**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, September 19, 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.

**Meeting Agenda**

**I. CALL TO ORDER by at 7:33am by Jana Evink**

**II. ROLL CALL**

- a. Board Members Present: Amy Jensen, Julie Halvorson, Nicole Perez, Amy Savage, Rick Freese, Jana Evink
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: Annette Vemuri , School Director; Bridgette Peterson, EdFin Accountant
- d. Recording Minutes : Kirsten Host

**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.

**Reviewed by JE**

**IV. MISSION AND VISION IN ACTION-**

- students are starting to settle in, its always a joy to look around at see everyone working - Amy Jensen
- the building looks better than it has in years, the grounds, the classrooms, making the beautiful environment is better than the past - Annette Vemuri
- the awning for the pickup and dropoff, the light being fixed, the ramp being repaired - a lot of improvements making the school look more professional - Rick Freese

**V. APPROVAL OF MEETING AGENDA-** Motion to approve agenda made by **Jensen**, Seconded by **Halvorson** Board Vote- All aye, motion carries

**VI. DECLARATION OF CONFLICTS-** none

**VII. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- a. 8.15.23- Motion to approve meeting minutes made by **Jensen**, Seconded by **Freese**. Board Vote- All aye, motion carries

**VIII. COMMUNITY COMMENTS** - discussing at October meeting

**IX. BOARD CORRESPONDENCE AND COMMUNICATIONS- none**

**X. FINANCIAL REPORT**

- a. August Financial Report – Motion to approve August financials made by **Freese** , Seconded by **Perez**.  
Board Vote- All aye, motion carries

-Cash is increasing, state is paying back payments,  
-Audit starts tomorrow for FY23 (Esther Brooks)  
-Tentatively having reports from the audit in November.  
-Title I funds received this year / Federal Funds  
-Food Service “free meals” vs. what are they really costing us

- a. FY24 Enrollment Numbers as of 9.15.23
- i. Charter School (K-6) = 165
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 165/163

b. Review of Bills-**Nothing needed**

c. Donations- **Next Month**

**XI. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

Committee meeting tomorrow - 9/20

[Kimberly Dierks](#) plans to have goals by 10/1, dependant on committee meeting

**XII. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -**

Fastbridge testing is done , currently going through data

RTI is starting

We do not have reading core this year - RTI has shown much more value to students

Melissa has MathCore groups - E2 groups starting this week

MN Report card shows all of our MCA Data 3rd-6th grade

SRMCS is above state average.

Big improvement from 3rd-4th grade, shows RTI is helping improve reading skills

Math is slightly below the MN state average

After Covid our numbers started to trend down

Strong focus on math this year as math core didn't start until Jan-Feb last year.

**XIII. STRATEGIC PLANNING & GOAL SETTING-**

None

**XIV. OLD BUSINESS**

- a. Progress on Director Goals - 1 observation left to do, last class this Thursday then Certificate will be completed!

- b. Update on MCC contract - MCC cannot charge us memberships - it's against charter law. We cannot give our families benefits, and by purchasing memberships its considered a ‘benefit’
- proposed doing a 1 year agreement, with added insurance (\$168/year)
  - 55k for the year - one year price, not a ‘membership’ for each student/family
  - waiting on MCC board meeting to vote to agree on 1 year membership

-30k we get reimbursed for LeaseAid

- c. Meal Charge Policy  
**tabled**
- d. Pledge of Allegiance Policy  
**tabled**

## **XV. NEW BUSINESS**

**TBD - 2nd and 4th Wednesday of the Month board meeting days.**

- a. Establish Board Committees and board roles
  - i. Proposed Committees-
    - 1. Governance - Jensen , Vemuri
      - a. Wednesday Meetings 8-840am
      - b. if school is not held, meeting is not held.
    - 2. Finance - Evink , Vemuri, Savage
      - a. spring meeting / waiting on finance **January**
    - 3. Director Evaluation - Evink, Perez, Halvorson
    - 4. MCC Contract and School Facilities -Freese, Halvorson, Vemuri, Perez
- b. FY25 School hours change
  - i. Monticello Elementary starts at 7:50am
  - ii. proposed school hours for SRMCS - motion to approve the start and dismissal times listed below made by \_\_Jensen\_\_, Seconded by \_\_Perez\_\_. Board vote- All aye, motion carries
    - 1. students come at 8:10 / school starts at 8:15
    - 2. school day ends 2:35 / Bus pickup at 2:40
- c. Approve Insurance Coverage
  - i. no change until November - quotes are requested from insurance company
  - ii. also getting quotes from an outside insurance broker
- d. Wellness Policy- motion to approve by **Halvorson**, Seconded by **Jensen**. Board vote- All aye, motion carries
  - i. updating Audit plan
  - ii. changed school snack / just CH offering snack
  - iii. included that we provide lunch and breakfast
- e. **Equal Educational Opportunity Policy**
- f. **Purchasing Policy**
- g. **Compensation for Substitutes Policy**
- h. **Internet Acceptable Use & Safety Policy**
- i. **Application & Enrollment Procedures Policy**
- j. **Sharing Intellectual Property Policy**

**items e-j tabled**

## **XVI. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, October 10, 2023 at 7:30 AM
- b. Upcoming Agenda Items-
  - New Business
  - Whistleblowers Policy

Financial & Cash Management Policy  
Religious Expressions Policy  
Credit Card Policy  
Progress on Director Goals  
Approve and Submit Annual Report to MDE, Authorizer  
List of Professional Development for Staff (if applicable)  
Attendance to OW Leaders Retreat (if applicable)

Old Business/Tabled Items

Meal Charge Policy  
Pledge of Allegiance Policy  
Equal Educational Opportunity Policy  
Purchasing Policy  
Compensation for Substitutes Policy  
Internet Acceptable Use & Safety Policy  
Application & Enrollment Procedures Policy  
Sharing Intellectual Property Policy

**XVII. MOTION TO ADJOURN by Perez at 8:39 AM, Seconded by Halvorson . Board Vote- all aye - motion carried**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, October 10, 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.

**Meeting Agenda**

**I. CALL TO ORDER** by at 7:31 AM by Jana Evink

**II. ROLL CALL**

- a. Board Members Present: Julie Halvorson, Amy Savage, Jana Evink, Nicole Perez, Rick Freese, Amy Jensen
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: Annette Vemuri, School Director; Bridget Peterson, EdFi accountant;
- d. Recording Minutes : Kirsten Host

**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. MEETING AGENDA-** Motion to approve 10.10.23 meeting agenda made by **JH** , Seconded by **AJ**. Board Vote-All aye- motion carries

**VI. DECLARATION OF CONFLICTS-** none

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

- a. 9.19.23 Meeting Minutes
- b. Pledge of Allegiance Policy- no changes
- c. Equal Educational Opportunity Policy- no changes
- d. Purchasing Policy- with revisions
- e. Compensation for Substitutes Policy-with revisions
- f. Internet Acceptable Use & Safety Policy- no changes
- g. Application & Enrollment Procedures Policy- with revisions- moved to new business for discussion by Evink**
- h. Sharing Intellectual Property Policy- no changes
- i. Whistleblowers Policy- no changes
- j. Financial & Cash Management Policy- no changes
- k. Religious Expressions Policy- no changes

- I. Credit Card Policy- no changes

## VIII. FINANCIAL REPORT

-on schedule to receive report next month (Nov 2023)  
-cash balance is going up (seen on page 2) / getting paid back from MDE  
-income statement: kept budget at 163 kids / we currently have 164  
-we are meeting budget projections  
-revenue running 23% , expenses are on the lower side which is normal for the beginning of the year  
All from Bridget Peterson, EdFi

food service budget

-we do not get reimbursement for September until November

Change label from Operating lease/ Copier - to all leases

New Swan River credit card in the school's name, will be closing out the US Bank credit card.

- a. September Financial Report – Motion to approve September financials made by **Amy Savage** , Seconded by **Juie Halvorson**. Board Vote-all aye, motion carries.
  
- a. FY24 Enrollment Numbers as of 10.8.23
  - i. Charter School (K-6) = 164
  - ii. Children's House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 164/163
  
- b. Review of Bills- reviewed
- c. Donations- Motion to approve donation of \$125 from Thrivent made by Rick Freese seconded by Nicole Perez. Board Vote-all aye, motion carried

## IX. 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 an issue pertaining to a student's confidential records made by Amy Jensen at 8:15 am, 2nd by Nicole Perez\_ . Board Vote- all aye - Motion Carries

**Closed Session Summary:** The board invited Kirsten Host and Annetee Vemuri to join the closed session.

Board received and discussed information pertaining to a student's confidential records. No action was taken.

**Motion made to open the meeting** made by Rick Freese at 8:38 am, 2nd by Nicole Perez, Board Vote- all aye, Motion carries

## X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS

-Submitted goals to Osprey Wilds (Addie) we are just waiting for approval

**XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -**

-Annette met with Osprey Wilds last week pertaining to academic goals, will have another meeting with them soon to clarify between Percent growth vs Percentile

**XII. STRATEGIC PLANNING & GOAL SETTING-**

-none

**XIII. OLD BUSINESS**

- a. Meal Charge Policy- reviewed by governance committee which recommends tabling and revisiting later  
-Free Meals are only good for 2 school years - so this policy may need to stay “on hold”
- b. Governance Committee- rotate through board members and Annette to look at items for the consent agenda.

**XIV. NEW BUSINESS**

- a. Progress on Director Goals  
-Annette has submitted everything for her Montessori license! Waiting for a certificate.  
-Was able to see 2 great lessons in the classroom, plans to meet with everybody by end of October  
-Book study tentatively planning to start in November
- b. Annual Report Update  
-Annual report will be submitted next board meeting - it needs to be submitted December 1, financials, goals, audit etc will all be completed by then.
- c. Application & Enrollment Procedures Policy  
- add a paragraph gap between E and F in the very beginning - State Statute  
-#5 sibling preference, include a line that there will be confirmation that sibling has/has not been accepted.

Motion to approve Application & Enrollment Policy with revisions made by Nicole Perez,  
Seconded by Julie Halvorson. Board Vote- all aye - motion carries

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, November 14, 2023 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

WBWF Summary (annual report)  
Compensation Committee (if applicable)  
Chemical Use & Abuse Policy  
Family & Medical Leave Policy  
Drug-Free Workplace/Drug-Free School Policy  
Review Tuition & Extended Care Rates for Next School Year  
Progress on Director Goals  
Annual Board Training (if applicable)  
List of Professional Development for Staff (if applicable)

Old Business/Tabled Items

**XVI. MOTION TO ADJOURN by Amy Savage at 8:39\_ AM, Seconded by Rick Freese . Board Vote- all aye - motion carried. Meeting Closed**

**Ki SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, November 14, 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.

**Meeting Agenda**

**I. CALL TO ORDER** by at \_\_\_\_\_ 7:35 \_\_AM by \_\_\_JE\_\_\_\_\_

**II. ROLL CALL**

- a. Board Members Present: Julie Halvorson, Amy Jensen, Amy Savage, Rick Freese, Nicole Perez, Jana Evink
- b. Board Members Absent: Franco Fanucci
- c. Other Attendees: Annette Vemuri (School Director), Bridget Peterson (EdFin accountant), Mike Pederson (Esterbrooks CPA), Emily (Osprey Wilds)
- d. Recording Minutes : Kirsten Host (SRMCS Operations Manager)

**III. REVIEW OF SRMCS MISSION AND VISION STATEMENTS**

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**IV. MISSION AND VISION IN ACTION-**

**V. MEETING AGENDA-** Motion to amend agenda to include correspondence about dress code policy under old business and an investigation policy discussion under new business on the 11.14.23 meeting agenda made by Savage , Seconded by Freese\_ . Board Vote- All “I” Motion carries

**VI. DECLARATION OF CONFLICTS-**

**VII. CONSENT AGENDA-** Motion to approve consent agenda made by Perez, Seconded by Halvorson. Board Vote- All aye- Motion carries

- a. 10.10.23 Meeting Minutes
- b. Chemical Use & Abuse Policy-NO CHANGES. cleaned up some grammar/spelling errors.  
**Evink requested to pull policy and move to new business**
- c. Drug-Free Workplace/Drug-Free School Policy-NO CHANGES, cleaned up some grammar/spelling errors
- d. Family & Medical Leave Policy- NO CHANGES, **Evink requested to pull policy and move to new business**

**VIII. ANNUAL FINANCIAL AUDIT REPORT**

SRMCS had a clean audit report which was conducted by Esterbrooks CPA firm. Motion to approve audit by Jensen, seconded by Halvorson. Board vote: All aye- Motion carries

**IX. FINANCIAL REPORT**

- a. October Financial Report – Motion to approve October financials made by Halvorson , Seconded by Freese. Board vote: All aye- Motion carries
  
- a. FY24 Enrollment Numbers as of 11.10.23
  - i. Charter School (K-6) = 165
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 165/163
  
- b. Review of Bills- reviewed
- c. Donations- none

**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. Dress code policy concern- board discussed and no action taken

**XIV. NEW BUSINESS**

- a. World’s Best WorkForce/Annual Report Summary. Motion to approve made by Savage, Seconded by Halvorson\_ . Board vote: All aye- Motion carries
- b. Discussion about an Investigation Policy- Looking into adopting an investigation policy. Evink will share model policies she has found. Will add to next meeting.
- c. Review Tuition & Extended Care Rates for FY25- Tabled
- d. Progress on Director’s Goals- Annette got her Montessori for Administrators Certificate
- e. Chemical Use and Abuse Policy- Tabled
- f. Family and Medical Leave Policy- Tabled

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, December 12, 2023 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

Progress on Action Plan for School Director- staff satisfaction survey

Review Articles of Incorporation  
Review Board of Directors Bylaws  
Acceleration Policy  
Progress on Director Goals

Old Business/Tabled Items

Review Tuition & Extended Care Rates for FY25- Tabled  
Chemical Use and Abuse Policy- Tabled  
Family and Medical Leave Policy- Tabled

**XVI. MOTION TO ADJOURN by Halvorson at 8:52AM, Seconded by Perez . Board Vote- All “aye”,  
Motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, December 12, 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.

**Meeting Agenda**

**I. CALL TO ORDER by at 7:34\_AM by Jana Evink**

**II. ROLL CALL**

- a. Board Members Present: Julie Halvorson, Amy Savage, Nicole Perez, Jana Evink, Amy Jensen
- b. Board Members Absent: Rick Freese
- c. Other Attendees: Annette Vemuri (School Director), Bridget Peterson (EdFin Accountant)
- d. Recording Minutes : [Kirsten Host](#)

**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. MISSION AND VISION IN ACTION- None.**

**V. MEETING AGENDA- Motion to approve 12.12.23 meeting agenda made by Halvorson , Seconded by Savage. Board Vote- All in favor, Motion carried**

**VI. DECLARATION OF CONFLICTS- N/A**

**VII. CONSENT AGENDA- Motion to approve section a,b,d of the consent agenda made by Jensen, Seconded by Halvorson. Board Vote- All in favor "Aye" - Motion carries.**

- a. 11.14.23 Meeting Minutes- correction to heading, removed Ki mistyping in heading
- b. Article of Incorporation- reviewed, no changes - Spelling error pg 8 article 5 **extend / extent**
- c. Board of Directors Bylaws- updated FY21, no changes - Section 6 - update/change time of meeting **Pull out timing and change to "time will be posted"**
- d. Acceleration Policy- grammar and spelling errors corrected, no major changes needed

**VIII. FINANCIAL REPORT**

- a. November Financial Report – SRMCS continues to carry a healthy fund balance. Projected to have a 22% of budget fund balance at the end of FY24. Motion to approve November financials made by **Jensen**

, Seconded by Perez. Board Vote- All in favor , “Aye” - Motion Carries

- a. FY24 Enrollment Numbers as of 12.10.23
  - i. Charter School (K-6) = 164
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 164/163
- b. Review of Bills- reviewed
- c. Donations- donations from Give to the Max to be approved at January meeting

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS - None**

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS - Will have information at January meeting once fastbridge results are finished, New MathCore for K-3.**

**XI. STRATEGIC PLANNING & GOAL SETTING-**

**XII. OLD BUSINESS**

- a. Review Tuition & Extended Care Rates for FY25
  - i. **Tuition for FY25** - Motion to raise tuition to \$725 for FY 25 made by Jensen, Seconded by Savage. Board vote: aye votes-4, nay vote- 1
  - ii. Extended Care rates TBD
- b. Chemical Use & Abuse Policy. Motion to approve with changes noted below made by Jensen. Seconded by Savage. Board vote: All aye, motion carries
  - i. Revise Section 3 - Definitions: “such employee” wording to “Such as an employee”
  - ii. IV : Students, Point 6 - take out “;and”
  - iii. IV: Students, Point E - Changing “medication” to “Mediation”
- c. Family & Medical Leave Policy- tabled to January meeting pending review by Laura Booth, HR
  - i. Dissemination of Policy , section 2 - Policy will be revised bi-annually - should be Biennial
  - ii. Family & Medical leave was sent to Laura Booth to be revised

**XIII. NEW BUSINESS**

- a. Resignation of Franco Fanucci as parent board member. Motion to recognize the resignation of Franco Fanucci by Halvorson , seconded by Perez . Board vote: All aye, motion carries
- b. Applications for open parent board member positions. Motion to nominate Claire Belknap to the school board as a parent board member made by Halvorson, Seconded by Savage. Board vote: aye-4, abstain-1, motion carries
- c. Progress on Action Plan for School Director- staff satisfaction survey - Sent to families 12/22/23, parent survey also sent out at the same time. Will share results at January Meeting.
- d. 2024-2025 School Calendar- Draft . Motion to approve made by Halvorson - Seconded by Perez, Board vote: All aye, motion carries
- e. Draft Investigation Policy - Schedule Policy Committee Meeting, January 5, 2024 @ 8am in the Kitchen at 503 building.
- f. Osprey Wilds SRMCS school board observation and governance performance
  - i. Scheduled meeting for Director Evaluation Committee - January 18, 2024 @ 8am in the Kitchen of 503 building
  - ii. Schedule other committee meetings at the next board meeting.

- g. For review: OW Sounding Board newsletter- Issue 31 Government Data Practices

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, January 16, 2024 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

Swearing in of interim parent board member  
School Director Performance Evaluation  
Crisis Management Policy  
Search of Student Lockers/Desks/Personal Possessions/Student's Person Policy  
Student Discipline Policy  
Mid-Year Student Enrollment Policy  
Progress on Director Goals (if applicable)  
List of Professional Development for Staff (if applicable)

Old Business/Tabled Items

Investigation Policy

- XV. MOTION TO ADJOURN by Halvorson at 8:35 AM, Seconded by Perez . Board Vote- All "aye", motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**Emergency School Board Meeting**  
**Monday, December 18, 2023 at 8:00 AM**

**Meeting Agenda**

- I. CALL TO ORDER** by \_\_\_\_\_ Amy Jensen \_\_\_\_\_ at \_\_\_\_\_ 8:09 \_\_\_\_ a.m.
- II. ROLL CALL**
- a. Board members present: Julie Halvorson, Amy Savage, Nicole Perez, Amy Jensen
  - b. Board members absent: Jana Evink, Rick Freese
  - c. Other Attendees: Annette Vemuri (school director)
- III. APPROVAL OF MEETING AGENDA** - Motion to approve made by \_\_Perez \_\_\_\_, Second by \_\_Savage \_\_\_\_. Board Vote- all aye, motion carries
- IV. NEW BUSINESS**
- a. 23-24 School Calendar change. The purpose of this meeting is to approve the change of Tuesday, January 23, 2024 from a school day to a non-school day. The Monticello School Board recently voted to change this day from a student contact day to a non-school day for their entire district. Due to our students using the Monticello School District buses, we cannot hold school when Monticello is not in session and must make this change as well. Motion to approve the change made by \_\_Halvorson \_\_, Seconded by \_\_Perez \_\_\_\_. Board vote- all aye, motion carries
- V. MOTION TO ADJOURN** by \_\_\_\_\_ Savage \_\_\_\_\_ at \_\_\_\_\_ 8:12 \_\_\_\_\_ a.m.

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, January 16, 2024 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.

**Meeting Agenda**

**I. CALL TO ORDER** by at       7:33       AM by       Evink      

**II. ROLL CALL**

- a. Board Members Present: AJ, JH, ABS, NP, RF, JE,
- b. Board Members Absent:
- c. Other Attendees: Annette Vemuri, [Claire Belknap](#)
- d. Recording Minutes : Kirsten Host

**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. MEETING AGENDA-** Motion to approve 1.16.24 meeting agenda made by   Savage  , Seconded by Freese   . Board Vote- All “aye”, Motion carries

**VI. DECLARATION OF CONFLICTS-** none

**VII. SWEARING IN OF INTERIM PARENT BOARD MEMBER-** Swearing in of **Claire Belknap** as parent board member

**VIII. CONSENT AGENDA-** Motion to approve consent agenda pulling item b. Crisis Management Policy and add to new business made by   Halvorson  , Seconded by   Perez  . Board Vote- all aye, motion carries

- a. 12.12.23 Meeting Minutes
- b. Crisis Management Policy- pulled from consent agenda by Evink
- c. Search of Student Lockers/Desks/Personal Possessions/Student’s Person Policy- reviewed, no changes
- d. Student Discipline Policy- reviewed, no changes
- e. Mid-Year Student Enrollment Policy- reviewed, no changes

**IX. FINANCIAL REPORT**

- a. December Financial Report – Motion to approve December financials made by Halvorson ,  
Seconded by Jensen . Board Vote- All “aye” Motion carries
  
- a. FY24 Enrollment Numbers as of 1.15.24
  - i. Charter School (K-6) = 162
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 162/163
  
- b. Review of Bills- reviewed
- c. Donations- none
- d. Revised FY24 Budget- Motion to approve the revised FY24 budget made by Jensen , Seconded by Halvorson . Board vote- all in favor ‘aye’ motion carried.

**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. Investigation/Complaint Policy and Procedures- Motion to approve by Savage, Seconded by Freese - all in favor ‘aye’ - motion carries.
  - i. update procedures to have the complaint being brought to two board members - the Secretary and Jana.
- b. Complaints OW Sounding Board- included for board’s reference/review

**XIV. NEW BUSINESS**

- a. Craig Kepler- SRMCS attorney for MCC contract negotiations was going to come to the meeting, but did not make it. Add to February meeting to discuss what the board wants to do about gym use in the future.
- b. FY25 School start times update - Annette has a meeting with Hoglund Today about when our buses will be dropping kids off tentatively the bus will drop off at 7:50, Carpool 7:50-7:55 School day 8:00-2:10, carpool would be 2:10-2:20/225. Motion to approve made by Halvorson, Second by Jensen. Board Vote- all “aye”, motion carries
- c. PTO Breakfast with the Bunny update- emergency meeting tonight 1.16.24 to discuss changes.
- d. Development of Parent and Family Engagement Policy- This policy is needed for our Title 1 funding. Motion to approve made by Jensen , Seconded by Savage . - All in favor ‘aye’ - motion carries.
- e. Board Committee Meetings- Finance committee will meet sometime in March to work on FY25 budget. Annette will choose a date and time and share with the board. Any member that is able to attend is encouraged.
- f. Crisis Management Policy (pulled from consent agenda) **Tabled for February Meeting**

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, February 20, 2024 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

Approve School Calendar for Next Year  
Confirm Auditor Contract  
Review Assumptions and Preliminary Numbers for Upcoming Budget Year  
Employee Right to Know – Exposure to Hazardous Materials Policy  
Internet Acceptable Use & Safety Policy  
Initial Identification of English Language Learners (ELL Students)  
Progress on Director Goals (if applicable)  
List of Professional Development for Staff (if applicable)

Old Business/Tabled Items

**XVI. MOTION TO ADJOURN by \_\_Jensen\_ at \_\_8:35\_\_ AM, Seconded by \_\_Savage\_ . Board Vote- all in favor ‘ aye’ , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**School Board Meeting**

**Tuesday, February 21, 2024 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.

**Meeting Agenda**

**I. CALL TO ORDER by at \_\_\_\_\_AM by \_\_\_\_\_**

**II. ROLL CALL**

- a. Board Members Present:
- b. Board Members Absent:
- c. Other Attendees:
- d. Recording Minutes :

**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. MEETING AGENDA-** Motion to approve meeting agenda made by \_\_, Seconded by \_\_. Board Vote- All “aye”, Motion carries

**VI. DECLARATION OF CONFLICTS-**

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

- a. 1.16.23 Meeting Minutes
- b. Employee Right to Know – Exposure to Hazardous Materials Policy
- c. Internet Acceptable Use & Safety Policy
- d. Initial Identification of English Language Learners (ELL Students)

**VIII. FINANCIAL REPORT**

- a. January Financial Report – Motion to approve January financials made by \_\_, Seconded by \_\_. Board Vote- All “aye” Motion carries

- a. FY24 Enrollment Numbers as of 1.15.24
  - i. Charter School (K-6) = 165
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 165/163
- b. Review of Bills-
- c. Donations- Give to the Max \$150.00, Parent donation \$50

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

Nothing to report

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -**

See attached data.

**XI. DIRECTOR GOALS**

Goals	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Conduct Check-in with direct reports twice a year		X	X						
Organize and facilitate a Montessori book study			X	X	X				
Classroom observations – 15 min twice a year		X							
Complete AMI Montessori Administrator Certificate Course	X	X	Completed						
Attend PTO Meetings	missed	X	X	X	X				
Attend PTO Events	X	N/A	N/A	N/A	N/A	X			

**XII. STRATEGIC PLANNING & GOAL SETTING-**

**XIII. OLD BUSINESS**

- a. Craig Kepler- SRMCS attorney for MCC contract negotiations
- b. Investigation/Complaint Policy and Procedures- Motion to approve by Savage, Seconded by Freese - all in favor ‘aye’ - motion carries.
  - i. update procedures to have the complaint being brought to two board members - the Secretary and Jana.
- c. Complaints OW Sounding Board- included for board’s reference/review
- d. Crisis Management Policy
- e. Board Committee Meetings- Finance committee will meet sometime in March to work on FY25 budget. Annette will choose a date and time and share with the board. Any member that is able to attend is encouraged.

**XIV. NEW BUSINESS**

- a. Board Committee Meetings- Finance committee will meet sometime in March to work on FY25 budget. Annette will choose a date and time and share with the board. Any member that is able to attend is encouraged.
- b. Monticello changed the Calendar – Approve new FY25 Calendar – Dec. 2 and Dec. 6 are days off. Add March 20 and 21 back to the calendar
- c. Extended Care prices for Fy24
- d. Review Nutrition audit – Approve Wellness Policy
- e. Progress on Director Goals (if applicable)
- f. List of Professional Development for Staff (if applicable)

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, February 20, 2024 at 7:30 AM
- b. Upcoming Agenda Items-

New Business

Review Assumptions and Preliminary Numbers for Upcoming Budget Year  
Disposal of Equipment & Materials Policy  
Student Medication Policy  
School Weapons Policy  
Annual Board Training  
Prepare for Elections

Old Business/Tabled Items

**XVI. MOTION TO ADJOURN by \_\_\_ at \_\_\_ 8:35\_\_ AM, Seconded by \_\_\_. Board Vote- all in favor ‘ aye’ , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, March 19, 2024 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.

**Meeting Agenda**

**I. CALL TO ORDER by at 7:35 AM by Evink**

**II. ROLL CALL**

- a. Board Members Present: Perez, Savage, Halvorson, Jensen, Freese, Evink, Belknap
- b. Board Members Absent: None
- c. Other Attendees: Vemuri
- d. Recording Minutes : Host

**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. MISSION AND VISION IN ACTION-**

**V. MEETING AGENDA-** Motion to approve meeting agenda made by **Halvorson**, Seconded by **Savage**.  
Board Vote- All “aye”, Motion carries

**VI. DECLARATION OF CONFLICTS-**

**VII. Approve 2.20.24 Meeting Minutes -** Motion to approve February meeting minutes made by , Seconded by .  
Board Vote- All “aye”, Motion carries

**VIII.**

**IX. FINANCIAL REPORT**

- a. February Financial Report –Motion to approve February financials made by **Jensen** , Seconded by **Halvorson** Board Vote- All “aye” Motion carries
- a. FY24 Enrollment Numbers as of 3.19.24
  - i. Charter School (K-6) = 164
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 164/163

- b. Review of Bills-
- c. Donations- Thrivent Donation of \$625.00. Motion to approve donations made by **Halvorson** Seconded by **Belknap**. Board Vote- All “aye” Motion carries

**X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**  
looking forward to the end of the year report in June.

**XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -**  
MCA’s are coming up, Fastbridge will follow

**XII. DIRECTOR GOALS**

Goals	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Conduct Check-in with direct reports twice a year		X	X						
Organize and facilitate a Montessori book study			X	X	X	X			
Classroom observations – 15 min twice a year		X							
Complete AMI Montessori Administrator Certificate Course	X	X	Completed						
Attend PTO Meetings	missed	X	X	X	X	X			
Attend PTO Events	X	N/A	N/A	N/A	N/A	X			

**XIII. STRATEGIC PLANNING & GOAL SETTING-**

**XIV. OLD BUSINESS**

- a. Investigation/Complaint Policy and Procedures- tabled to March - **Tabling for April**
- b. Video for door bell, fix intercom system – Kirsten will give update - **working on 1 more quote, will be expensive but needs to be updated as we have cameras going down - possibly phase in slowly over a few years.**
- c. Review Nutrition audit – Update from Kirsten **Everything is submitted - waiting on response**
- d. Investigation/Complaint Policy and Procedures- tabled to March
- e. Review Nutrition audit – Approve Wellness Policy - table to March

**XV. NEW BUSINESS**

- a. Board Committee Meetings- Tuesday April 2nd
- b. Disposal of Equipment & Materials Policy - Table until April Meeting
- c. Student Medication Policy - Motion to approve Student Medication Policy made by **Jensen** Seconded by \_\_\_\_\_. Board Vote- All “aye” Motion carries - **Updated name to Guidelines for when to keep a sick child home**

- d. School Weapons Policy Motion to approve donations made \_\_\_\_by Seconded by **Freese**. Board Vote- All “aye” Motion carries
- e. Director Review
- f. Review Assumptions and Preliminary Numbers for Upcoming Budget Yea
- g. Annual Board Training
- h. Prepare for Elections
  - April 5th - solicit for applications
  - April 25th - last day to submit application**
  - May 6th - elections open
  - May 17th - elections closed
  - May 21st - School Board meeting - results of election announced
  - June 18th- School Board meeting- new members sworn in

## **XVI. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, April 16, 2024 at 7:30 AM
- b. Upcoming Agenda Items-

### New Business

Contract Review of Special Education Director  
Student Sex Non-Discrimination Policy  
Hazing Prohibition Policy  
Purchase of Group Health Insurance Policy

## **XVII. MOTION TO ADJOURN by Perez at 8:30 AM, Seconded by Halvorson . Board Vote- all in favor ‘ aye’ , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, April 16, 2024 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.

**Meeting Agenda**

**I. CALL TO ORDER by at 7:35 AM by Evink**

**II. ROLL CALL**

- a. Board Members Present: Jana Evink, Rick Freese, Julie Halvorson, Nicole Perez, Claire Belknap, Amy Savage, Annette Vemuri,
- b. Board Members Absent: Amy Jensen (joined at 7:57am)
- c. Other Attendees: N/A
- d. Recording Minutes : Kirsten Host

**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. MEETING AGENDA-** Motion to approve meeting agenda made by **JH**, Seconded by **CB**. Board Vote- All “aye”, Motion carries

**VI. DECLARATION OF CONFLICTS-**

**VII. Approve 3.19.24 Meeting Minutes -** Motion to approve March meeting minutes made by **NP** , Seconded by **RF** . Board Vote- All “aye”, Motion carries

**Approve 4.4.24 Meeting Minutes -** Motion to approve April emergency board meeting minutes made by **CB** , Seconded by **JH**. Board Vote- All “aye”, Motion carries

**VIII. FINANCIAL REPORT**

- a. March Financial Report –Motion to approve February financials made by **RF** , Seconded by **AS** Board Vote- All “aye” Motion carries
  
- a. FY24 Enrollment Numbers as of 4.16.24
  - i. Charter School (K-6) = 163
  - ii. Children’s House (EC) = 16
  - iii. Pupil Unit Actual/Budget = 163/163

- b. Review of Bills-
- c. Donations- .

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

**X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -**

**XI. DIRECTOR GOALS**

Goals	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Conduct Check-in with direct reports twice a year		X	X						
Organize and facilitate a Montessori book study			X	X	X	X	X		
Classroom observations – 15 min twice a year		X							
Complete AMI Montessori Administrator Certificate Course	X	X	Completed						
Attend PTO Meetings	missed	X	X	X	X	X	X		
Attend PTO Events	X	N/A	N/A	N/A	N/A	X	X		

**XII. STRATEGIC PLANNING & GOAL SETTING-**

**XIII. OLD BUSINESS**

- a. Investigation/Complaint Policy and Procedures- **updated based on comments**  
–Motion to approve Complaint Policy made by **JH** , Seconded by **CB** Board Vote- All “aye” Motion carries
- b. Video for doorbell, fix intercom system – Kirsten will give update **Amazon alexa will be purchased for the meantime until funding etc is secured**
- c. Disposal of Equipment & Materials Policy **Annette will check in with OW & Bridget on depreciation, accounting etc**
- d. Director Review **Kirsten made a survey - Sending to Jana for proofreading / sending etc.**
- e. Prepare for Elections  
 April 5th - solicit for applications  
**April 25th - last day to submit application**  
 May 6th - elections open  
 May 17th - elections closed  
 May 21st - School Board meeting - results of election announced  
 June 18th- School Board meeting- new members sworn in

**XIV. NEW BUSINESS**

- a. Contract Review of Special Education Director  
–Motion to approve Special Ed Director Contract made by **AS** Seconded by **JH** Board Vote- All “aye”  
Motion carries
- b. Student Sex Non-Discrimination Policy **Spelling corrections made**  
–Motion to approve Student Sex Non-Discrimination Policy made by **CB** , Seconded by **CP** Board Vote-  
All “aye” Motion carries
- c. Hazing Prohibition Policy  
–Motion to approve Hazing Prohibition Policy made by **CB** , Seconded by **NP** Board Vote- All “aye”  
Motion carries
- d. Purchase of Group Health Insurance Policy **No changes, reviewed polcity**
- e. Approve Dental Insurance **Stay with BCBS**  
–Motion to approve Dental Insurance made by **RF** , Seconded by **AS** Board Vote- All “aye” Motion  
carries

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, May 21, 2024 at 7:30 AM
- b. Upcoming Agenda Items

New Business

Revise Budget

Confirm Enrollment Projections

Student/Employee with Sexually Transmitted Infections & Diseases & Certain Other  
Communicable Diseases & Infectious Conditions

Policy Travel Expenditures Policy

Approve Wellness Policy

Review Grievance Policy

Capitalization Policy - presented by Bridget

Disposal of Equipment & Materials Policy - Bridget will review at next meeting

- XVI. MOTION TO ADJOURN** by **JH** at **8:34 AM**, Seconded by **RF** . Board Vote- all in favor ‘ aye’ ,  
motion carries

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, May 21, 2024 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.

**Meeting Agenda**

**I. CALL TO ORDER by at AM by Jana Evink @ 7:34am**

**II. ROLL CALL**

- a. Board Members Present: Jana Evink, Claire Belknap, Julie Halvorson, Nicole Perez, Amy Savage, Amy Jensen, Annette Vemuri
- b. Board Members Absent: Rick Freese
- c. Other Attendees:
- d. Recording Minutes : Kirsten Host

**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. MEETING AGENDA-** Motion to approve meeting agenda made by **ABS** , Seconded by **JH** . Board Vote- All “aye”, Motion carries

**VI. DECLARATION OF CONFLICTS-**

**VII. FINANCIAL REPORT**

- a. May Financial Report –Motion to approve April financials made by **CB** Seconded by **JH** Board Vote- All “aye” Motion carries
  
- a. FY24 Enrollment Numbers as of 5.21.24
  - i. Charter School (K-6) = 163
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 163/163
  
- b. Review of Bills-
- c. Donations- . 12/29/2023 – Thrivent – 150.00  
3/7/24 – Thrivent – 625.00  
4/9/24 – Thrivent – 30.00

Amending minutes on 6.18.24 board approves donations. RF motions, AS seconds. Motion carries

**VIII. Approve FY 25 Budget** - Motion to approve FY25 Budget made by **AJ** , Seconded by **AS** Board Vote- All “aye” Motion carries

**IX. CONSENT AGENDA** - Motion to approve consent agenda made by **AJ** , Seconded by **CB** . Board Vote- all aye, motion carries

a. 4.16.24 Meeting Minutes

b. Student/Employee with Sexually Transmitted Infections & Diseases & Certain Other Communicable Diseases & Infectious Conditions

c. Policy Travel Expenditures Policy

d. Approve Wellness Policy Motion to approve Wellness Policy with grammar edits made by **AJ** Seconded by **JH** . Board Vote- all aye, motion carries

e. Capitalization Policy – Possible questions for Bridget

**Motion to change minimum capitalization threshold from 1500 to 5000** - Motion to approve Capitalization Threshold made by **AJ** Seconded by **AS** . Board Vote- all aye, motion carries

f. Disposal of Equipment & Materials Policy - Possible questions for Bridget

changed budget to 5000 Motion to approve Disposal of Equipment & Materials Policy made by **AJ** Seconded by **CB** . Board Vote- all aye, motion carries

**X. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**

**XI. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS -**

See attached documents.

**XII. DIRECTOR GOALS**

Goals	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Conduct Check-in with direct reports twice a year		X	X					X	X
Organize and facilitate a Montessori book study			X	X	X	X	X		
Classroom observations – 15 min twice a year		X				X	X		
Complete AMI Montessori Administrator Certificate Course	X	X	Completed						
Attend PTO Meetings	missed	X	X	X	X	X	X	X	X
Attend PTO Events	X	N/A	N/A	N/A	N/A	X	X	X	N/A

**XIII. STRATEGIC PLANNING & GOAL SETTING-**

**XIV. OLD BUSINESS**

May 21st - School Board meeting - results of election announced **Claire Belknap**  
June 18th- School Board meeting- new members sworn in

~~**XV. CLOSED SESSION PER MN STATUTE 13D: SCHOOL DIRECTOR EVALUATION**~~

~~Motion to close the meeting in accordance with MN. Stat.13D.05 Subd. 3. to discuss the results of the performance evaluation of the school director, Annette Vemuri for the 2022-23 school year made by \_\_\_\_\_ at \_\_\_\_\_ am, 2nd by \_\_\_\_\_. Board Vote- **Did not close session - kept open.**~~

- I. Session Summary:**
  - a. **highlighted strengths**
  - b. **growth observed**
  - c. **things to be improved**
  - d. **offer contract for 24/25**

*\*HR will make new employment letter for the director so a copy will be filed with the director evaluation folder\**  
Motion to approve Employment Contract to Annette Vemuri made by **AJ** Seconded by **JH**. Board Vote- all aye, motion carries

**XVI. NEW BUSINESS**

- a. Confirm Enrollment Projections

**XVII. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – Tuesday, June 18<sup>th</sup>, 2024 at 5:15 PM
- b. Upcoming Agenda Items

New Business

- a. Swearing in of Newly Elected Board Members
- b. Building Board Appointments
- c. Set Dates/Times for Upcoming Fiscal Year Board Meetings
- d. Identify Officials with Authority
- e. Use of Peace Officers & Crisis Teams to Remove Students w/IEPs from School Grounds
- f. Literacy Plan

**Highlighted green are tabled items to be added to next meeting**

**XVIII. MOTION TO ADJOURN by AJ at 8:48 AM, Seconded by CB . Board Vote- all in favor ‘ aye’ , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, June 18, 2024 at 5:15 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 by at by Amy Jensen @ 5:15pm**

**II. ROLL CALL**

- a. Board Members Present: AV, AJ, ABS, JH, RF, CB, JE - Virtual
- b. Board Members Absent: NP
- c. Other Attendees: N/A
- d. Recording Minutes : Kirsten Host

**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 **CB** , Seconded by **RF** . Board Vote- All “aye”, Motion carries

**V. DECLARATION OF CONFLICTS-** None.

**VI. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS - AJ swore in CB @ 5:22pm - JE will sign.**

**VII. FINANCIAL REPORT**

- a. May Financial Report –Motion to approve May financials made by RF Seconded by **CB** Board Vote- All “aye” Motion carries
- a. FY24 Enrollment Numbers as of 6.21.24
  - i. Charter School (K-6) = 163
  - ii. Children’s House (EC) = 15
  - iii. Pupil Unit Actual/Budget = 163/163
- b. Review of Bills-
- c. Donations- Read-a-thon \$3932.82 , \*switching read a thon to the fall instead of the end of the year as we have a better turn out when read-a-thon & BWB are not  
Motion to approve Read-a-thon made by **JH** by **ABS** Board Vote- All “aye” Motion carries

- VIII. CONSENT AGENDA** - Motion to approve consent agenda made by **JH** , Seconded by **CB** . Board Vote-  
all aye, motion carries
- a. 5.21.24 Meeting Minutes
  - b. Student/Employee with Sexually Transmitted Infections & Diseases & Certain Other Communicable Diseases & Infectious Conditions
  - c. Policy Travel Expenditures Policy
  - d. Use of Peace Officers & Crisis Teams to Remove Students w/IEPs from School Grounds
- IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**  
see attached document
- X. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS** -  
Literacy Plan - see attached
- XI. DIRECTOR GOALS**  
no new goals
- XII. STRATEGIC PLANNING & GOAL SETTING-**
- XIII. OLD BUSINESS**
- XIV. NEW BUSINESS**
- a. Building Board Appointments - Rick (chair) Jon, Matt, Dan, Kirsten, Annette
  - b. Set Dates/Times for Upcoming Fiscal Year Board Meetings - **Tuesday August 13th @ 5: 15**  
**Recurring for the FY25 School Year will be 3rd Tuesday of the Month @ 2:30**  
**September 17th , October 15th , November 19th, December 17th, January 21st, February 18th, March 18th, April 15th, May 20th, June 17th.**
  - c. Identify Officials with Authority  
**Director - Annette Vemuri- Official with Authority**  
**Motion by ABS, Second by RF - All in favor ‘ Aye’ Motion carries.**
  - d. Director Evaluation and job description committee meeting will be held in July - 07/15/24 5pm

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **Tuesday August 13th, 2024 in the 503 building @ 5:15**
- b. Upcoming Agenda Items

New Business

- a. Annual Designations: Depository, Electronic Funds Transfers, and Communication
- b. Employee and/or Parent Handbook Review
- c. Annual Board Training Update
- d. Appoint Board Officers
- e. Establish Board Committees
- f. Peanut-Safe School Policy
- g. Wellness Policy
- h. Meal Charge Policy
- i. Student Dress Policy
- j. Board Resolution for IOWA - Sign
- k. OW Contract/Contracted Goals Review
- l. World's Best Workforce Plan & Committee Mtg.
- m. List of Professional Development for Staff
- n. Wellness Committee Mtg.

**XVI. MOTION TO ADJOURN by JH at 6:15 PM, Seconded by ABS . Board Vote- all in favor ' aye' , motion carries**