

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, August 13, 2024 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER by at by JE\_\_ @ 2:34 pm**

**II. ROLL CALL**

- a. Board Members Present: JE, AS, JH, NP, RF
- b. Board Members Absent: CB, AJ
- c. Other Attendees: AV
- d. Recording Minutes : AV

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

**V. DECLARATION OF CONFLICTS-**

**VI. FINANCIAL REPORT**

- a. July Financial Report –Motion to approve May financials made by Seconded by Board Vote- All “aye” Motion carries
  
- a. FY25 Enrollment Numbers as of 8.11.24
  - i. Charter School (K-6) = 163
  - ii. Children’s House (EC) = 14
  - iii. Pupil Unit Actual/Budget = 163/163
  
- b. Review of Bills-
- c. Donations- Thrivent – \$40.00  
Motion to approve Thrivent donation made by AS by RF Board Vote- All “aye” Motion carries

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

- a. 6.18.24 and 7.22.24 Meeting Minutes
- b. Peanut-Safe School Policy
- c. Student Dress Policy
- d. Swan River Employee Handbook
- e. Parent & Student Handbook

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**  
N/A

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS** -  
N/A

**X. DIRECTOR GOALS**  
N/A

**XI. STRATEGIC PLANNING & GOAL SETTING-**  
N/A

**XII. OLD BUSINESS**  
a. Answer questions about Procurement Policy  
N/A

**XIII. NEW BUSINESS**

- a. Establish Board Committees for FY25-
  - i. The Wellness Committee will include and date for next meeting
  - ii.
- b. New Hires Update- We hired
- c. Annual Designations:
  - i. Depository- Sherburne Bank
  - ii. Electronic Funds Transfers- Director, Annette Vemuri
  - iii. Communication- website and the parent email list
- d. Board positions- Motions to approve the board positions made by JH, seconded RF . All aye
  - i. Chair- Jana Evink
  - ii. Secretary- Amy Jensen
  - iii. Treasurer- Amy Savage
- e. E-Learning Days- After 2 snow days
- f. New requirements for School Board Training – Board Training September 10<sup>th</sup> and 11<sup>th</sup>
- g. Staff professional development for FY25 – Science of Reading

- h. Board member statement of assurances

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **Tuesday September 17th, 2024 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

- a. Distribution of Information to Families Policy
- b. Fundraising and the Receiving of Gifts Policy
- c. School Director Succession Policy
- d. Wellness Policy

- XV. MOTION TO ADJOURN by AS PM, Seconded by JH . Board Vote- all in favor ‘ aye’ , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, September 17, 2024 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER by at by Jana Evink @ 2:31pm**

**II. ROLL CALL**

- a. Board Members Present: NP, JE, RF, AV, AJ, JH, CB,
- b. Board Members Absent: Amy Savage
- c. Other Attendees: Ashley Blaha
- d. Recording Minutes : Kirsten Host

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

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**IV. MEETING AGENDA-** Motion to approve meeting agenda made by **AJ**, Seconded by **RF** Board Vote- All "aye", Motion carries

**V. DECLARATION OF CONFLICTS-** none

**VI. FINANCIAL REPORT / No bridget at meeting - went over the best we could.**

- a. August Financial Report –Motion to approve August financials made by **AJ** Seconded by **CB** Board Vote- All "aye" Motion carries
  
- a. FY25 Enrollment Numbers as of 9.13.24
  - i. Charter School (K-6) = 164
  - ii. Children's House (EC) = 12
  - iii. Pupil Unit Actual/Budget = 164/163
  
- b. Review of Bills- reviewed
- c. Donations- Thrivent – no donations to approve

**VII. CONSENT AGENDA** - Motion to approve consent agenda with c and d being taken off made by NP ,  
Seconded by JH . Board Vote- all aye, motion carries

- a. 8.27.24 Minutes
- b. Distribution of Information to Families Policy
- c. Fundraising and the Receiving of Gifts Policy- moved to New Business to discuss
- d. School Director Succession Policy- moved to New Business
- e. Wellness Policy- tabled to October

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS**  
Report at meeting / **Ashley Blaha**- Shared EE goals and indicators. Included in the board packet are examples of topics she will cover and how she will assess student learning.

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

This will be in next board packet

**X. DIRECTOR GOALS**- no update at this time

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

**XII. OLD BUSINESS- none**

**XIII. NEW BUSINESS**

- a. Fundraising and the Receiving of Gifts Policy- discussion of the number of fundraisers we do per year (school and PTO) and made it more clear in the policy that any fundraiser beyond 4 a year needs to be approved by the board. Motion to approve the policy with the changes to the general statement made by NP, Second by JH. Board Vote- All “aye”, Motion carries
- b. School Director Succession Policy- Motion to approve the policy with the changes to the desired and essential qualifications sections made by CB, Second by RF. Board Vote- All “aye”, Motion carries

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **Tuesday October 15, 2024 in the 503 building @ 2:30 pm**

b. Upcoming Agenda Items

New Business

- a. Tobacco-Free Environment Policy
- b. Fund Balance Policy
- c. Records Retention Policy
- d. Director Job Description

Tabled Items:

- a. Wellness Policy

**XV. MOTION TO ADJOURN by CB at 3:19 PM, Seconded by JH. Board Vote- all in favor ' aye' , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, October 15, 2024 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER by at by EV @ 2:35 pm**

**II. ROLL CALL**

- a. Board Members Present: EV, CB, NP, AS, JH
- b. Board Members Absent: RF, AJ
- c. Other Attendees: AV
- d. Recording Minutes : AV

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

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

**V. DECLARATION OF CONFLICTS-** none

**VI. FINANCIAL REPORT**

- a. September Financial Report –Motion to approve September financials made by JH Seconded by CB Board Vote- All “aye” Motion carries
  
- a. FY25 Enrollment Numbers as of 10.15.24
  - i. Charter School (K-6) = 164
  - ii. Children’s House (EC) = 12
  - iii. Pupil Unit Actual/Budget = 164/163
  
- b. Review of Bills-
- c. Donations- Thrivent – no donations to approve

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

- a. 9.17.24 Minutes
- b. Tobacco-Free Environment Policy

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

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

**X. DIRECTOR GOALS-**

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

**XII. OLD BUSINESS-**

**XIII. NEW BUSINESS**

- a. Fund Balance Policy - Motion to approve consent agenda CB, Seconded by JH . Board Vote- all aye, motion carries
- b. Records Retention Policy - Motion to approve consent agenda NP, Seconded by CB . Board Vote- all aye, motion carries
- c. Director Job Description - Table job description - Director committee meeting will be on Oct 29th 2 to 3
- d. Wellness Policy - Motion to approve consent agenda NP, Seconded by AS . Board Vote- all aye, motion carries

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **Tuesday November 19, 2024 in the 503 building @ 2:30 pm**
- b. **Director committee meeting - Tuesday, Oct 29, 2024 in the 503 building @2pm**
- c. Upcoming Agenda Items

New Business

- a. WBWF Summary - annual report
- b. Financial annual summary
  
- c. Use & Rental of School Facilities Policy
- d. Caseload for Special Education Policy

- d. Bullying Prohibition Policy
- e. Mid-Year Student Enrollment Policy
- f. Extended Care for Staff Children Policy
- g. Review Tuition & Extended Care Rates for Next School Year

**XV. MOTION TO ADJOURN by AS at 3:52 PM, Seconded by JH . Board Vote- all in favor 'aye', motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, November 19, 2024 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER by at by Jana Evink @ 2:33 pm**

**II. ROLL CALL**

- a. Board Members Present: Jan Evink, Rick Freese, Clare Belknap, Amy Savage (left meeting @ 3:30 pm), Amy Jensen, Julie Halvorson, Nicole Perez (left meeting @ 4:15 pm)
- b. Board Members Absent: none
- c. Other Attendees: School Director Annette Vemuri, Mike Pederson of Esterbrooks CPA, Bridget Peterson of EdFin CPA
- d. Recording Minutes : Amy Jensen

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

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**IV. MEETING AGENDA-** Motion to approve meeting agenda made by Halvorson, Seconded by Belknap.  
Board Vote- All "aye", Motion carries

**V. DECLARATION OF CONFLICTS-** none

**VI. FINANCIAL REPORT**

- a. October Financial Report –Motion to approve October financials made by Jensen, Seconded by Freese.  
Board Vote- All "aye" Motion carries
  
- a. FY25 Enrollment Numbers as of 11.19.24
  - i. Charter School (K-6) = 163
  - ii. Children's House (EC) = 13
  - iii. Pupil Unit Actual/Budget = 163/163
  
- b. Review of Bills- reviewed
- c. Donations- Thrivent – no donations to approve

**VII. CONSENT AGENDA -** Motion to approve consent agenda moving item a) to old business made by Perez, Seconded by Belknap . Board Vote- all aye, motion carries

- a. Director Job Description- moved to old business for further discussion
- b. October Minutes

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

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

**X. DIRECTOR GOALS-**

**XI. STRATEGIC PLANNING & GOAL SETTING-** Annette is working with Bridget (EdFin CPA) to plan out what we need to plan for building maintenance over the next 3 years.

**XII. OLD BUSINESS-**

- a. Director Job Description- Motion to approve job description with reverting terms of employment paragraph to original made by Freese, Seconded by Belknap. Board Vote- all aye, motion carries

**XIII. NEW BUSINESS**

- a. Annual Financial Audit – presented by Mike Pederson, Esterbrooks- unmodified opinion, clean audit, no instances of noncompliance. Motion to approve annual financial audit made by Jensen, Seconded by Savage. Board Vote- all aye, motion carries
- b. 2023-2024 WBWF & Annual Report – presented by Annette Vemuri, Director. Motion to approve WBWF/Annual Report made by Jensen, Seconded by Halvorson. Board Vote- all aye, motion carries
- c. Director Evaluation - board discussed how they want to carry out the evaluation based on the changes made to the director job description and what information the board needs to gather in order to get an overall picture of the school. Discussed the board chair sending out the job satisfaction survey to staff in December.

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **Tuesday December 17, 2024 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

- a. Use & Rental of School Facilities Policy
- b. Caseload for Special Education Policy
- c. Bullying Prohibition Policy
- d. Mid-Year Student Enrollment Policy
- e. Extended Care for Staff Children Policy
- f. Review Tuition & Extended Care Rates for Next School Year

**XV. MOTION TO ADJOURN made by EVINK at 4:34 PM, Seconded by JENSEN . Board Vote- all in favor ‘ aye’ , motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, December 17, 2024 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER at 503 Kitchen at Swan River Montessori Charter School by JE @ 2:33 pm**

**II. ROLL CALL**

- a. Board Members Present: AS, JH, NP, RF, CB, JE
- b. Board Members Absent: AJ
- c. Other Attendees: Annette Vemuri
- d. Recording Minutes : Annette Vemuri

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

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**IV. MEETING AGENDA-** Motion to approve meeting agenda made by AS, Seconded by JH Board Vote- All "aye", Motion carries

**V. DECLARATION OF CONFLICTS-**

**VI. FINANCIAL REPORT**

- a. November Financial Report –Motion to approve November financials made by NP Seconded by RF Board Vote- All "aye" Motion carries
  
- a. FY25 Enrollment Numbers as of 12.17.24
  - i. Charter School (K-6) = 166
  - ii. Children's House (EC) = 13
  - iii. Pupil Unit Actual/Budget = 166/163
  
- b. Review of Bills-
- c. Donations- Thrivent – no donations to approve

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

- a. November Minutes
- b. Use & Rental of School Facilities Policy
- c. Caseload for Special Education Policy
- d. Bullying Prohibition Policy
- e. Mid-Year Student Enrollment Policy
- f. Extended Care for Staff Children Policy

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

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

**III. DIRECTOR GOALS-**

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

**V. OLD BUSINESS-**

**VI. NEW BUSINESS**

- a. Bullying Prohibition Policy – Motion to approve the Bullying Prohibition Policy with the addition of cyber in the definition under section 3. RF moves, CB seconds, all favor say aye. Motion carries
- b. Review Tuition & Extended Care Rates for Next School Year. CB motions to raise tuition \$50 per month to a total of \$775 a month. RF seconds. Motion approves. CB moves keep \$5 in morning and \$15 in the afternoon with drop-in rate is \$20.00 seconded by RF. Motion carries.
- c. Form committee to look at policies – Annette will contact a lawyer to discuss reviewing policies. Committee will meet on January 21<sup>st</sup> in 503 kitchen from 1 to 2:30.

**VII. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **Tuesday January 21, 2024 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

- a. Attendance Policy
- b. Equal Employment Policy

- c. Disability Non-Discrimination Policy
- d. Harassment and Violence Policy
- e. Student Disability Non-Discrimination Policy

**VIII. MOTION TO ADJOURN by CB at 3:43 PM, Seconded by ABS. Board Vote- all in favor 'aye', motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, January 21, 2025 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER at 503 Kitchen at Swan River Montessori Charter School by Jana Evink @ 2:20 pm**

**II. ROLL CALL**

- a. Board Members Present: Jana Evink, Nicole Perez, Rick Freese, Amy Savage, Amy Jensen
- b. Board Members Absent: Julie Halvorson, Claire Belknap
- c. Other Attendees: School Director Annette Vemuri, Bridget Peterson & Nick from EdFin, Joe Kounkel from Hogle Transportation
- d. Recording Minutes : Amy Jensen

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

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**IV. MEETING AGENDA-** Motion to approve meeting agenda with items a-d and Attendance, Personal Devices, & Harassment policies added to new business made by Jensen, Seconded by Freese. Board Vote- All “aye”, Motion carries

**V. DECLARATION OF CONFLICTS-** none

**VI. FINANCIAL REPORT**

- a. December Financial Report –Bridget shared an overview of December financials and praised the school for having 93 days worth of cash on hand. Bridgit clarified a question from the previous month showing that a line item coded miscellaneous was from PTO and Read-a-thon. Board had no other questions. Motion to approve December financials made by Jensen, Seconded by Savage. Board Vote- All “aye” Motion carries.
  
- a. FY25 Enrollment Numbers as of 1.17.25
  - i. Charter School (K-6) = 167
  - ii. Children’s House (EC) = 13
  - iii. Pupil Unit Actual/Budget = 167/163
  
- b. Review of Bills- reviewed

c. Donations- none

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

- a. December Minutes
- b. Attendance Policy- moved to new business**
- c. Equal Employment Policy
- d. Disability Non-Discrimination Policy
- e. Harassment and Violence Policy- moved to new business**
- f. Review Reducing Lead in Drinking Water Technical Guide
- g. Student Disability Non-Discrimination Policy
- h. Student Journalism Policy
- i. Non-Discrimination Policy
- j. SRMCS Personal Electronic Device Policy- moved to new business**

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL**

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**X. DIRECTOR GOALS-**

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

**XII. OLD BUSINESS-**

**XIII. NEW BUSINESS**

- a. Hoglund Transportation- Joe Kounkel shared details of what bussing would look like if SRMCS switched afternoon bussing to align with the Middle & High School dismissal for the 25-26 school year. This should shorten the wait time on the bus for our families. Proposed- SRMCS dismissal at 2:40 PM- one bus from SRMCS to Middle School where students disperse to neighborhood buses. Then those buses go to the high school before heading out to routes. Annette and the board want to gather more information on how this would impact families and staff before deciding whether or not to change dismissal time for FY26. Tabled to February meeting.
- b. Board Elections- Board discussed making elections more secure using an online voting system called Election Buddy and moving the election window to late March- early April. Motion to approve to use Election Buddy and moving up election window made by Freese, Seconded by Savage. Board Vote- all aye, motion carries
- c. Board Training- Board clarified procedure for board member training. Before seated: Open Meeting Law, Board Roles and Responsibilities, Data Practices; within 1st year: Finance, Employment Policies and Practices, Public School Funding and Management, Student Success Achievement and Performance; 2nd yr: repeat trainings from before seated group; 3rd year: choose from Charter School Contract, Compliance and Technical Assistance, Audit, School Budget;, Re-elected: one per year (board member choice). Complete course and send info to director and board chair.

- d. Policy Services by MN School Boards Association- board discussed becoming a member of MSBA and utilizing their policy services. Initial cost for membership approx \$2000 and policy services approx \$2000. MSBA can also audit policies for an additional \$1200. Vemuri wants to gather more information on whether cost can be prorated and has a few questions answered. Board will table and revisit at the February meeting.
- e. Attendance Policy- Motion to approve policy made with revisions by Perez , Seconded by Freese. Board Vote- all aye, motion carries
- f. Harassment and Violence Policy- table to February meeting
- g. SRMCS Personal Electronic Device Policy- Motion to approve with revisions made by Perez, Seconded by Freese. Board Vote- all aye, motion carries

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **February 18, 2025 in the 503 building @ 2:30 pm**
- 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

Tabled Items

- Policy Services by MN School Boards Association
- Harassment and Violence Policy
- Proposed FY26 transportation/dismissal time change

- XV. MOTION TO ADJOURN by Savage at 4:00 PM, Seconded by Jensen. Board Vote- all in favor ‘ aye’, motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, February 18, 2025 at 2:30 p.m.**

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

**Meeting Agenda**

Jana Evink at 2:34pm

**I. CALL TO ORDER at 503 Kitchen at Swan River Montessori Charter School by @ pm**

**II. ROLL CALL**

- a. Board Members Present: JH, CB, AS, RF, JE
- b. Board Members Absent: NP, AJ
- c. Other Attendees: Bridget from EdFin
- d. Recording Minutes : Jana Evink

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

**V. DECLARATION OF CONFLICTS-**

**VI. FINANCIAL REPORT**

RF JH

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

*Annette and Bridget have been in the process of revising the budget. Should be ready for approval next month. Enrollment is very stable. Big Federal draw about \$20,000 so that will bring the revenue percentage back up.*

- a. FY25 Enrollment Numbers as of 2.12.25
  - i. Charter School (K-6) = 167
  - ii. Children’s House (EC) = 13
  - iii. Pupil Unit Actual/Budget = 167/163
- b. Review of Bills-
- c. Donations- – no donations to approve

- VII. CONSENT AGENDA** - Motion to approve consent agenda removing Bullying Prohibition Policy by ,  
 Seconded by [JH](#). Board Vote- all aye, motion carries
- a. January Minutes
  - b. Fixed Assets Policy
  - c. Nepotism Policy
  - d. Public and Private Personnel Data [Pull out to New Business - Due to addendum questions on Employee authorization release form.](#)

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL**

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**X. DIRECTOR GOALS-**

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

**XII. OLD BUSINESS-**

- a. Harassment and Violence Policy [Table it until March Meeting](#)
- b. Policy Services by MN School Boards Association – They will not prorate. Director suggests to wait until July [Board is in agreement to wait until July](#)
- c. Proposed FY26 transportation/dismissal time change [Tabled it until March Meeting](#)

**XIII. NEW BUSINESS**

[-- Bridget said that should be ready to discuss in March](#)

**Review Assumptions and Preliminary Numbers for Upcoming Budget Year**

[Public and Private Personnel Data - Tabled to next month to ask about addendum questions for employee authorization release form.](#)

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **March 18, 2025 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business

Approve School Calendar for Next Year  
 Confirm Auditor Contract  
 Prepare for Elections  
 Compensation for Substitute Teachers & Support Staff Policy

CB 3:12pm

AS

- XV. MOTION TO ADJOURN** by [at PM](#) , Seconded by [. Board Vote- all in favor ‘ aye’ , motion carries](#)

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Tuesday, March 18, 2025 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER in 503 Kitchen at Swan River Montessori Charter School by Jana Evink @ 2:35 pm**

**II. ROLL CALL**

- a. Board Members Present: Julie Halvorson, Nicole Perez, Amy Savage, Rick Freese, Claire Belknap, Jana Evink, Amy Jensen
- b. Board Members Absent: none
- c. Other Attendees: Annette Vemuri, school director; Bridget Peterson, EdFin accountant
- d. Recording Minutes : Amy Jensen

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

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

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

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

**V. DECLARATION OF CONFLICTS-** none

**VI. FINANCIAL REPORT**

- a. February Financial Report – Bridget updated the budget to show a working forecast forFY25. School is in good financial standing with 67% of the school year completed and the budget at 64%. Board will adopt a new FY25 budget at a later date. FY26 budget is in progress and will be brought to the April meeting. Motion to approve February financials made by Belknap, Seconded by Freese Board Vote- All “aye” Motion carries
- a. FY25 Enrollment Numbers as of 3.14.25
  - i. Charter School (K-6) = 167
  - ii. Children’s House (EC) = 14
  - iii. Pupil Unit Actual/Budget = 167/163
- b. Review of Bills- Bridget answered questions about a few of the bills. No errors or anything unusual.

- c. Donations- – Thrivent - \$627.00. Motion to approve Thrivent donation made by Perez, Seconded by Halvorson. Board Vote- All “aye” Motion carries

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

- a. February Minutes

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL**

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**X. DIRECTOR GOALS-**

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

**XII. OLD BUSINESS-**

- a. Harassment and Violence Policy- Grammar changes suggested by board, updates to school board contact info. Board will revisit next year to look at adding cyber-bullying to policy. Motion to approve made by Perez, Seconded by Freese. Board Vote- all aye, motion carries
- b. Proposed FY26 transportation/dismissal time change- Staff spent time working on school start/end times and scheduling for next year. Several plans were looked at and decided to keep start/end times essentially the same and tightened up the daily schedule for daily specials. Proposal of official start time 7:50-2:10. Motion to approve made by Halvorson, Seconded by Jensen. Board Vote- all aye, motion carries
- c. Public and Private Personnel Data- added an authorization form. Motion to approve made by Halvorson, Seconded by Belknap. Board Vote- all aye, motion carries
- d. Review Assumptions and Preliminary Numbers for Upcoming Budget Year- reviewed with Bridget. FY26 budget is in progress and will be brought to the April meeting.
- e. Review Annual Report- approved by Osprey Wilds already, Annette needs to correct errors. Motion to approve with changes made by Belknap, Seconded by Halvorson. Board Vote- all aye, motion carries

**XIII. NEW BUSINESS**

- a. FY26 School Calendar- Motion to approve school calendar made by Savage, Seconded by Halvorson. Board Vote- all aye, motion carries
- b. Compensation for substitute Teachers & Support Staff Policy- table to May meeting
- c. Board Elections- 2 open teacher positions, 2 applications, application period ends on 3/21/25
- d. School Director evaluation committee- committee meeting set for Monday, April 7 at 2 pm. Special Board meeting session to review evaluation with Annette set for Monday, April 7 at 3:15 pm. This will be a closed session.
- e. Committee for budget- Board members will work with Annette to work on FY26 budget. Will set a date in April for a late April or early May committee meeting.

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **April 15, 2025 in the 503 building @ 2:30 pm**
- 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

**XV. MOTION TO ADJOURN by Savage at 4:07 PM, Seconded by Freese. Board Vote- all in favor ‘aye’, motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**School Board Meeting**

**Tuesday, April 15, 2025 at 2:30 p.m.**

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

building. **Meeting Agenda**

**I. CALL TO ORDER in 503 Kitchen at Swan River Montessori Charter School by Jana Evink @2:37 pm**

**II. ROLL CALL**

- a. Board Members Present: Rick Freese, Clarie Belknap, Jana Evink, Julie Halvorson, Amy Savage, Amy Jensen
- b. Board Members Absent: none
- c. Other Attendees: Osprey Wilds representative, Annette Vemuri (school director), Bridget Peterson (EdFin accountant), Craig Kepler (lawyer)
- d. Recording Minutes : Amy Jensen

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

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

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

**IV. MEETING AGENDA-** Motion to approve meeting agenda made by Nicole Perez, Seconded by Claire Belknap. Board Vote- All “aye”, Motion carries

**V. DECLARATION OF CONFLICTS - none**

**VI. FINANCIAL REPORT**

- a. March Financial Report – 75% through fiscal year, projected to end year with 28% fund balance, school in good financial standing

Motion to approve March financials made by AJ, Seconded by AS Board Vote- All “aye” Motion carries

- a. FY25 Enrollment Numbers as of 4.11.25

- i. Charter School (K-6) = 167
- ii. Children's House (EC) = 14
- iii. Pupil Unit Actual/Budget = 167/163

- b. Review of Bills-. reviewed
- c. Donations- – none

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

- a. March Minutes
- b. Special Board meeting minutes 4.7.25
- c. Extended Care Enrollment for Children of SRMCS Staff Members
- d. Conflict of Interest Policy - moved to new business item d
- e. Use of Potassium Iodide (KI) in the Event of a Nuclear Accident Policy
- f. Crisis Management Policy- moved to new business item c

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL**

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**X. DIRECTOR GOALS**

**XI. STRATEGIC PLANNING & GOAL SETTING** - Craig Kepler, lawyer hired by SRMCS, updated the board regarding a loan resolution with the City of Monticello, working on agreement to present to city. Motion to authorize Craig Kepler to negotiate the MCC use agreement with the City of Monticello made by AJ, Seconded by RF. Board Vote- all aye, motion carries

**XII. OLD BUSINESS**

- a. Compensation for substitute Teachers & Support Staff Policy - tabled until May

**XIII. NEW BUSINESS**

- a. Osprey Wilds – presentation for renewal
- b. List of Professional Development for Staff : CPR, Cultural Competency, Academics
- c. Crisis Management Policy- table to June
- d. Conflict of Interest Policy- reviewed, no changes

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – **May 20, 2025 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

New Business  
Fy 26 Budget

Confirm Enrollment Projections  
School Board Elections Update  
Board Workshop

**XV. MOTION TO ADJOURN by Savage at 4:07 PM, Seconded by Freese. Board Vote- all in favor 'aye', motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**

**School Board Meeting**

**Tuesday, May 20, 2025 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER in 503 Kitchen at Swan River Montessori Charter School by Jana Evink @2:35 pm**

**II. ROLL CALL**

- a. Board Members Present: Claire Belknap, Amy Savage, Amy Jensen, Jana Evink, Rick Freese, Julie Halvorson
- b. Board Members Absent: Nicole Perez
- c. Other Attendees: Annette Vemuri (School Director), Bridget Peterson (Edfin accountant)
- d. Recording Minutes: Amy Jensen

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

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

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

**V. DECLARATION OF CONFLICTS-** none

**VI. FINANCIAL REPORT**

April Financial Report –

- 83% Percent of the fiscal year completed
  - 81% YTD revenue as a percent of budget based on the working budget.
  - 78% YTD expenses as a percent of budget based on the working budget.
  - \$750,893 Projected year end fund balance
  - 28% Projected ending fund balance as a % of expense budget
- SRMCS is in good financial standing.

Motion to approve April financials made by AJ, Seconded by RF. Board Vote- All “aye” Motion carries

- a. FY25 Enrollment Numbers as of 5.16.25
  - i. Charter School (K-6) = 167
  - ii. Children’s House (EC) = 14

iii. Pupil Unit Actual/Budget = 167/163

- b. Review of Bills- reviewed, no questions from board
- c. Donations- none

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

- a. April Minutes

**VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL**- board reviewed the latest progress towards EE goals as shared via Google Drive by the EE teacher. Board also discussed making sure we review progress 4 times a year.

**IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –**

**See attached report**

**X. DIRECTOR GOALS**- AV intends to do training on the JMC data input system to make sure our school data (attendance in particular) is done accurately. She will also be revamping the criteria for evaluating teachers (done annually) based on new state/OW requirements.

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

**XII. OLD BUSINESS-**

**XIII. NEW BUSINESS**

- a. Approve FY 26 Budget - Motion to approve FY26 Budget with revisions made to Special Education (Contracted Services and Payments to Other Agencies) made by AJ , Seconded by CB . Board Vote- all aye, motion carries
- b. Approve accountant- Motion to approve EdFin as the accounting services for SMRCS made by AS, Seconded by CB . Board Vote- all aye, motion carries
- c. Board election results - Julie Halvorson and Nicole Perez were the winners for the 2 teacher seats. Swearing in as new members will take place at the June meeting.
- d. Compensation for Substitute Teachers & Support Staff Policy- reviewed, no revisions needed to SRMCS policy
- e. Review Salary Survey conducted by MACS
- f. Review visit from Osprey Wilds – Jana will report

**XIV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – NOTE CHANGE TO DATE: **June 16, 2025 in the 503 building @ 2:30 pm**
- b. Upcoming Agenda Items

Old Business

Crisis Management Policy- tabled from April meeting

New Business

Letter of Employment for School Director

Swearing in of newly appointed board members

Set board committees and lead members

Set Dates/Times for Upcoming Fiscal Year Board Meetings

Building Board Appointments

List of Professional Development for Staff

**XV. MOTION TO ADJOURN by AS at 4:21 PM, Seconded by CB. Board Vote- all in favor 'aye', motion carries**

**SWAN RIVER MONTESSORI CHARTER SCHOOL**  
**School Board Meeting**  
**Monday, June 16, 2025 at 2:30 p.m.**

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

**Meeting Agenda**

**I. CALL TO ORDER in 503 Kitchen at Swan River Montessori Charter School by Jana Evink @2:33 pm**

**II. ROLL CALL**

- a. Board Members Present: Claire Belknap, Nicole Perez, Rick Freese, Amy Savage, Julie Halvorson, Jana Evink, Amy Jensen
- 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. MEETING AGENDA-** Motion to approve meeting agenda made by JH , Seconded by NP. Board Vote- all "aye"- motion carries

**V. DECLARATION OF CONFLICTS-** none

**VI. Swearing in of newly appointed board members-** JE read the oath of office and NP and JH affirmed their oath to carry out their duties as members of the SRMCS school board.

**VII. FINANCIAL REPORT**

May Financial Report –

Adopted Budget: 163 ADM (average daily membership)

Working Budget: 163 ADM

Actual ADM 166

- 92% Percent of the fiscal year completed
- 90% YTD revenue as a percent of budget based on the working budget.
- 88% YTD expenses as a percent of budget based on the working budget.
- \$750,893 Projected year end fund balance
- 28% Projected ending fund balance as a % of expense budget
- Cash on Hand: \$645,726

SRMCS is in good financial standing.

Motion to approve May financials made by CB, Seconded by AJ . Board Vote- all "aye"- motion carries

- a. FY25 Enrollment Numbers as of 6.16.25
  - i. Charter School (K-6) = 167
  - ii. Children's House (EC) = 14
  - iii. Pupil Unit Actual/Budget = 167/163
- b. Review of Bills-
- c. Donations-

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

- a. May Minutes

**IX. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOAL-**

- a. EE Report for FY25- all goals were met for all levels

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

**XI. DIRECTOR GOALS-** Annette attended a conference put on by another authorizer. A few other Montessori schools attend this conference as well. Focus was on school culture and coaching staff as well as technology including cyber security. Annette will look into E-rate, a grant from the government available to qualifying schools which would give us money to upgrade technology.

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

SMRCS will contract with NOVA Education Consultants for most of our special education contracted positions such as sped director, school psychologist, and DAPE (adaptive physical education teacher).

**XIII. OLD BUSINESS**

- a. Crisis Management Policy- tabled again due to time

**XIV. NEW BUSINESS**

- a. Letter of Employment for School Director- The SRMCS school board is pleased to offer a letter of employment to our school director, Annette Vemuri, for the 2025-2026 school year. Her letter includes a 2% increase in salary as well as a \$7,933.50 stipend for extra hours for her work on our Osprey Wilds contract renewal.  
Motion to approve made by RF, Seconded by AJ. Board vote- all "aye", motion carries
- b. Set board committees and lead members
  - i. Finance Committee- Jana Evink
  - ii. Director Review- Claire Belknap
  - iii. Governance- Amy Jensen
- c. Set Dates/Times for Upcoming Fiscal Year Board Meetings- Board will keep meetings on the third Tuesday of each month at 2:30 PM, website will be updated with new dates for FY26
- d. Review Lunch Prices- do not need to review, free breakfast and lunch continues for FY26
- e. Reading Well By 3<sup>rd</sup> Grade Plan - submitted to MDE, is now called literacy plan, lead staff is reviewing a reading curriculum that aligns with the science of reading and was developed by Montessorians
- f. Building Board Appointments- Josh Johnson, a new parent member, joined the board. Robert Dowd is the chair and John Evink is the chair. Annette is looking for 2 teacher reps on the board.

- g. List of Professional Development for Staff- First Aid and CPR training for all staff on August 19, SRMCS is forming its own clock hour approval committee to approve continuing education credits for teacher license renewal. If we adopt the Montessori science of reading aligned curriculum teachers will be trained during FY26 to implement it.

**XV. REVIEW OF NEXT MEETING AGENDA**

- a. Date, Time & Location of next Board Meeting – To be determined at meeting

Upcoming Agenda Items- FY26

Old Business

New Business

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

**XVI. MOTION TO ADJOURN by JH at 3:42 PM, Seconded by AS. Board Vote- all in favor 'aye', motion carries**