

SWAN RIVER MONTESSORI CHARTER SCHOOL

School Board Meeting

Meeting Minutes

Monday August 24, 2026 at 8:00 a.m.

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

Meeting Minutes

**I. CALL TO ORDER in 503 Kitchen at Swan River Montessori Charter School by __Jana Evink__
@__8:42__AM**

II. ROLL CALL

- a. Board Members Present: Julie Halvorson, Jana Evink, Claire Belknap, Amy Savage, Amy Jensen, Nicole Perez (via zoom)
- b. Board Members Absent: Ricke Freese, AS and JH left meeting at 10 a.m. during New Business item g. due to prior commitments
- c. Other Attendees: School Director Annette Vemuri
- 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

- a. **Motion to approve meeting agenda made by __CB_, Seconded by _AS_. Board Vote- all aye- motion carried**

V. PREVIOUS MEETING MINUTES-

- a. **Motion to approve 6.15.26 Board Meeting Minutes made by _AJ_, Seconded by _JH_. Board Vote- all aye, motion carried**

VI. DECLARATION OF CONFLICTS- none

VII. FINANCIAL REPORT- NOTES FROM COMMITTEE MEETING

- a. **FINANCIAL REPORT- June & July Financials**
 - Balance Sheet
 - \$832,455 Cash balance at end of the month

- \$267,939 State Receivables which represents an initial estimate for the beginning of the accrual for the FY27 hold back(10%) and funds due from FY26

- \$0 Federal Receivables which represents prior year funds due
- \$42,913 Accounts Payable balances as of the end of the month
- \$58,939 Salary and Benefits Payables
- \$0 Summer Salary and Benefits Payables Estimated
- \$0 Short-Term Debt, Current line of credit balance

Income Statement

- Adopted Budget 172ADM
- 8% Percent of the fiscal year completed
- 7% YTD revenue as a percent of budget based on the proposed budget
- 4% YTD expenses as a percent of budget based on the proposed budget
- \$923,909 Projected year end Fund Balance
- 33% Projected Ending fund balance as a % of Expense Budget

Cash Flow

- Hold back has been updated on cash flow based on estimates
- 129 Days Cash on Hand at 6.30.26
- 172,917\$ Current MDE projected payments semi-monthly

State of MN starting to restrict how funds are being used.

Previously unrestricted- would go into gen budget and no restrictions on how it is used

Areas now with restrictions that effects SRMCS:

MA Billing- used for billing special ed

Student Support Aide- social workers, counselors, we get about \$20,000 per year, our gen, ed social worker comes from these funds

School Library Funds- have to have someone with a library license to use

b. **REVIEW OF BILLS**

- i. Premier Kitchens- charge from Nov, 2025- Kirsten took care of this, they forgot to submit a bill to us, caught when they got audited by the state
- ii. Master Teacher- how paras get certified, have to pay upfront, repaid back if we didn't use all the funds

a. **DONATIONS-**

- i. Thrivent Choice donation of \$631

**Motion to approve JUNE & JULY financials, expenditures, disbursements, and donations made by _AS_,
Seconded by _AJ_. Board Vote- all aye, motion carried**

VIII. ENVIRONMENTAL EDUCATION REPORT AS RELATED TO CONTRACTED GOALS-

a.

IX. ACADEMIC PERFORMANCE REPORT AS RELATED TO CONTRACTED GOALS –

a.

X. BOARD TRAINING-

- a. Designs For Learning Board Training- Designs for Learning offers board training and other services for an hourly fee. Includes services for director evaluation. \$100 per hour, not sure if there is an added fee for prep work presenter does. Board is getting more information before going forward with approving a contract for these services. Board members need to look over the Board Self assessment from OW before the next meeting (handout at meeting)

XI. DIRECTOR GOALS

XII. STRATEGIC PLANNING & GOAL SETTING

- a. Kirsten getting quote for upgrades to security (ID scan)- board will be updated at a later date
- b. Annette mentioned flip-flopping WIN room and office and renovate to include a window into the entryway to check in visitors to further secure the building- board sees this as a longer term goal and will need to gather more information and make plans for funds use if pursued

XIII. OLD BUSINESS

XIV. NEW BUSINESS

- a. Establish Board roles
 - i. Nominations for board roles
 - 1. Chair- Jana Evink, nominated by AJ, no objections
 - 2. Secretary- Amy Jensen, nominated by JH, no objections
 - 3. Treasurer- Amy Savage, nominated by AJ, no objections
 - ii. **Motion to approve Jana Evink as board chair, Amy Jensen as Secretary and Amy Savage as Treasurer made by _CB_ Seconded by _JH_. Board Vote- all aye, motion carried**

- b. Annual Designations:
 - i. Depository- Sherburne Bank
 - ii. Electronic Funds Transfer- School Director Annette Vemuri, Kyle Knudson EdFin accountant
 - iii. Communication- SRMCS website and parent electronic newsletter (The Swan) via email, paper copies via student Thursday Folders & Media Communication: Annette Vemuri

Motion to approve the above made by __AS_, Seconded by __CB_. Board Vote- all aye,

motion carried

- c. Board Resolution for IOWA - Annette Vemuri is the IOWA (Identified Official With Authority) to approve
 - i. **Motion to appoint Annette Vemuri as the IOWA made by _CB_, Seconded by _JH_. Board vote- all aye, motion carried**
- d. Set Wellness Committee Mtg.- The committee will consist of: _AS, JH, AV. Will meet on: September 15 at 6:30 AM in AS classroom
- e. Set (CARC) Comprehensive Achievement and Civic Readiness (previously named World's Best Workforce) Plan Committee Mtg.- The committee will consist of: __JH, AS, AV__. Will meet on: September 21 at 6:30 AM
- f. New teacher contract
 - i. Kelsey Kautzman- hired for E1 position vacancy, the board welcomes Kelsey to the SRMCS family

- ii. **Motion to approve new teacher contract made by _JH_, Seconded by _AS_. Board vote- all aye, motion carried**
- g. Employee Handbook
 - i. Need to change PTO section to match what is in the employee letters of employment. PTO will be accrued monthly, rather than a lump sum number of hours.
 - ii. SRMCS currently continues to pay hourly employees during their lunch- work 7 ½ hours, paid for 8. Unpaid lunch would still work 8 hrs with an extra unpaid ½ hour for lunch. There is wiggle room for how hourly employees schedule their day to accommodate their needs as approved by director. AV said there have been issues with employees taking more than 30 minutes for their break which has been addressed to whole support staff and individuals. Board discussed how this impacts employees and contact time with students, time to prep. Board advises director to make expectations clear with staff and monitor during the school year and report back to board if promptness continues to be an issue. If improvement takes places, board will consider changing lunches to unpaid with required clock in and out. No changes at this time.
 - iii. Changes to PFMLA (state leave), FMLA (federal leave) as per the current law. Board reviewed
 - iv. Grammar changes throughout were suggested
 - v. % for PERA and TRA need to be inputted
 - vi. Changes to Attendance and Punctuality reviewed by board
 - vii. Cell phone use changes- reviewed by board
 - viii. Grievance/Complaint changes- changes need to be made to format and wording. Board suggested changes to headings to make clear what section is for each type of complaint.
 - ix. Boards suggested clarifications to recording time section
 - 1. **Motion to approve employee handbook made by _AJ_, Seconded by _CB_. Board vote- all aye, motion carried**
- h. Parent & Student Handbook- many changes and clarifications were made by Annette and were reviewed by the board. Other changes might need to be made. Board suggests Annette send it to parents as a draft version with the board adopting it formally at the September meeting.
- i. Policy Update
 - i. AV created a spreadsheet of all SRMCS policies to track what was reviewed, updated, when it needs to be reviewed in the future and others that need to be adopted.
 - ii. Director received email from Terry Morro at MSBA about other policies to adopt. Board wants to know why these were not included in the work he did for us during FY26. Director will communicate with Terry for clarification and if this will now accrue further cost for the school.

XV. REVIEW OF NEXT MEETING AGENDA

- a. Date, Time & Location of next Finance Committee Meeting: Sept. 21 at 2:00 PM, , 503 Building
- b. Date, Time & Location of next Board Meeting: Sept. 21 at 2:30 PM, 503 Building

Upcoming Agenda Items-

Old Business

Parent & Student Handbook

New Business

XVI. MOTION TO ADJOURN at _10:37_ A.M. by CB_, Seconded by_NP_. Board Vote- all aye, motion carried