



## **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, December 19, 2023

At Birch Grove Community School at 5:30pm

(The November meeting was canceled and not rescheduled)

***Birch Grove Community School will promote academic excellence utilizing our unique natural setting to prepare students to become socially and environmentally responsible, self-directed, life-long learners.***

1.0 Call the Meeting to Order, Roll Call of Members, Quorum Declaration: 5:30pm

Members absent: Mary VanDoren

Members present: Sarena Crowley, Judy Motschenbacher, Sara Knottski, Skip Lamb and ex-officio Diane Blanchette

2.0 Reading of the Mission Statement: read by Sarena Crowley

3.0 Review and Approve the Agenda: Motion made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.

4.0 Review and Approve Meeting Minutes from October 17, 2023, no minutes from November. Motion made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

5.0 Declaration of Conflict of Interest: NA

6.0 Community Comment: *This is an opportunity for the public to address the school board on school-related items in accordance with the guidelines printed at the end of this agenda.*

7.0 Purchase Order Review: review in progress

8.0 Financial Reports

8.1 Cash Flow Projection – October and November – Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.

8.2 Monthly Register – October and November - Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

8.3 Revenue Report – October and November - Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

8.4 Expenditure Report – October and November - Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

8.5 Bank Statement – October and November - Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

8.6 Balance Sheet Report – October and November - Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

9.0 Enrollment Updates: 51 K-5, budgeted at 49

10.0 Policy Review/Approval: Policy 203.1 School Board Procedures-Rules of Order – Motion to approve policy as is made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.

11.0 Old Business

12.0 New Business

12.1 Accept Donations: Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.

12.2 Audit Presentation 22-23 from Miller McDonald, LLC. – Tabled until January meeting (auditor needed to cancel)

12.2 Review 22-23 Year End Financial Reports: reviewed

12.3 World's Best Workforce Goal Change: Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.

12.4 Community Service Updates on Programming: updates given on Seedling daycare application while simultaneously working on the re-licensing of the Saplings program. A variance was given for the Saplings program. Delays in communication due to others entities on vacations, etc. Grueling process with many additional staff hours on research, contacting other entities for information on other license

possibilities and questions that BGCS has, communication with Cook County as well as other organizations. Application submitted twice for Seedings, but needing to complete Saplings submissions/license first.

12.5 Board and Director Training: MN Charter Board Training & Development – *Abide by the Bylaws* – Tabled to January meeting,

13.0 Academics Review: 4/5 Writers Workshop children's books with illustrations. Reviewed. This was fun. Students did a fantastic job.

14.0 Reports and Information

14.1 Administrative Report: review written report

14.2 Teachers Report: the annual winter musical concert!! K/1 and 2/3 teachers swapped classrooms for half of the day. Kids thought that as fun. Pajama day on final day before winter vacation.

14.3 Board Member Report: Aiming for January 22<sup>nd</sup> at 2pm to hold strategic planning session with agenda.

15.0 Committee Up-dates

15.1 Finance Committee: Met 30 minutes prior to this meeting

15.2 District Advisory & Academic Excellence Committee:

15.3 Fund Raising Committee: Halloween Carnival Recap. Should we do a dinner at Schroeder Townhall? Theme for Gala 2024? Ideas are flying.

15.4 Hostel Committee:

16.0 Approve Purchase Orders: Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.

17.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

18.0 Set Date for the Next School Board Meeting: Tuesday, January 16, 2024 at BGCS at 5:30.

19.0 Adjourn: Motion made to adjourn at 7:24pm made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.