

## **Birch Grove Community School**

### School Board Meeting Minutes

December 20, 2021

*Mission: Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, lifelong learners.*

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

Members Present: Sarena Nelson, Judy Motschenbacher, Skip Lamb, Mary VanDoren, Sara Knottski and ex-officio Diane Blanchette

2.0 Reading of the Mission Statement:

3.0 Review and Approve the Agenda: **Motion to approve the agenda with the addition of 12.4 Approve Snow Day made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from November 15, 2021: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: None

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 on the reverse of this agenda.

7.0 Purchase Order Review: in progress

8.0 Financial Reports

8.1 Cash Flow Projection: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. Motion carried unanimously.**

8.2 Monthly Register: **Motion to approve made by Sarena Nelson, seconded by Mary VanDoren. Motion carried unanimously.**

8.3 Revenue Report: **Motion to approve made by Mary VanDoren, seconded by Sarena Nelson. Motion carried unanimously.**

8.4 Expenditure Report: **Motion to approve made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**

8.5 Bank Statement: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**

8.6 Balance Sheet Report: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**

9.0 Enrollment Update: K-5 at 37 (budgeted at 35), Saplings Full with Waiting List

10.0 Policy Review: None this month

11.0 Old Business

11.1 Sale of the School Van: Van sold. **Motion to leave remaining funds from sale of \$9,731.34 in the NSFUCU money market account made by Sarena Nelson, seconded by Mary VanDoren. Motion carried unanimously.**

12.0 New Business

12.1 School and Community Service Newsletter Review

12.2 Accept Donations: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**

12.3 2020-2021 School Audit Presentation from Miller McDonald: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

12.4 Snow Day: **Motion to approve December 6<sup>th</sup> as a snow day made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.** Snow day make up will be at the next meeting.

13.0 Reports and Information

13.1 Administrative Report: written report included

13.2 Teachers Report: had a great winter program. Getting ready for pajama day and break

13.3 Board Member Report:

14.0 Committee Up-dates

14.1 Finance Committee: Met at 5:00 prior to this meeting and reviewed finances

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

15.0 Approve Purchase Orders: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

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

17.0 Set Date for the Next School Board Meeting: Monday, January 17, 2022 at 5:30 at BGCS

18.0 Adjourn: **Motion to adjourn at 6:41pm made by Sarena Nelson seconded by Sara Knottski. Motion carried unanimously.**