

Birch Grove Community School

School Board Meeting Minutes

Tuesday, February 20, 2024

At Birch Grove Community School at 4:00pm

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: Called to order at 4:04pm.
Members present: Judy Motschenbacher, Skip Lamb, Mary VanDoren and ex-officio Diane Blanchette.
Members Absent: Sara Knottski (absent due to working after school programming – arrived at 5:15), Sarena Crowley (arrived at 4:26).
- 2.0 Reading of the Mission Statement: Read by Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve made by Mary VanDoren, seconded by Judy Motschenbacher. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from January 16, 2024. **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: None
- 6.0 Community Comment: None
- 7.0 Purchase Order Review: In Progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion made to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 9.0 Enrollment Updates: 51 K-5, budgeted at 49
- 10.0 Policy Review/Approval:
- 11.0 Old Business
- 12.0 New Business
 - 12.1 Accept Donations: **Motion made to accept donations made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 12.2 Approve 2022 Form 990: **Motion made to approve 2022 990 made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
 - 12.3 Proposed Contract with SMS (School Management Systems): **Motion to approve contract with SMS made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
 - 12.4 Approve 24-25 School Year Calendar: **Motion to approve 24-25 school calendar made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 13.0 Academics Review: Reviewed weekly newsletters from classroom teachers on classroom academic activities. Reviewed K-5 winter MAPS scores.
- 14.0 Reports and Information
 - 14.1 Administrative Report: Reviewed written report. **Motion to hire paraprofessional Lisa Christianson made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
 - 14.2 Teachers Report:

14.3 Board Member Report:

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: Gala for the Grove 2024 is a western theme: Boots and Pearls

15.4 Hostel Committee:

16.0 Approve Purchase Orders: **Motion made to approve purchase orders made by Mary VanDoren, seconded by Sarena Crowley. 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, March 19, 2024 at BGCS at 4:00.

19.0 Adjourn: **Motion made to adjourn at 5:44pm made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**