

Birch Grove Community School

School Board Meeting Minutes

Tuesday, February 21, 2023

At Birch Grove Community School at 5:30

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: 5:34pm

Members present: Mary VanDoren, Sara Knottski, Sarena Crowley, Judy Motschenbacher and ex-officio Diane Blanchette. Skip Lamb arrived 5:55pm

2.0 Reading of the Mission Statement: Judy Motschenbacher

3.0 Review and Approve the Agenda: **Motion to approve with additions of 12.11 Approve 990, 12.12 VOA Site Visit Rubric, and 12.13 Certificates of Deposits made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from December 19, 2022. No meeting minutes from January, as there was no meeting.

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 on the reverse of this agenda.

7.0 Purchase Order Review: in progress

8.0 Financial Reports

8.1 Cash Flow Projection(s): **Motion to approve December report made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously. Motion to approve January report made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

8.2 Monthly Register (s): **Motion to approve December report made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously. Motion to approve January made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

8.3 Revenue Report (s): **Motion to approve December report made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously. Motion to approve January made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

8.4 Expenditure Report (s): **Motion to approve December report made by Mary VanDoren, seconded by Sarena Crowley Motion carried unanimously. Motion to approve January report made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

8.5 Bank Statement (s): **Motion to approve December statement made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously. Motion to approve January made by Mary VanDoren, seconded by Sarena Crowley**

8.6 Balance Sheet Report (s): **Motion to approve December report made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously. Motion to accept January as incorrect by way of Date and balance being off by \$4177.87 made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

9.0 Enrollment Update for 2022-2023: 44 K-5 (Estimated ADM is 42), Saplings 18 with waiting list

10.0 Policy Review: 714 Fund Balances: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

11.0 Old Business

11.1 Youth Hostel: two candidates. No progress. Changing the advertising to smaller classified ads

12.0 New Business

12.1 Accept Donations: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

12.2 21-22 Audit Presentation with Miller McDonald, School Auditors: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

- 12.3 Approve December 15, 2022 as Snow Day and Friday, March 17, 2023 as a Make Up Day: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
- 12.4 Approve changed mileage reimbursement rate to 65.5 cents: **Motion to approve Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 12.5 Review Winter K-5 MAP Scores: reviewed
- 12.6 Approve ERC Contract: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 12.7 View Tofte Building Plans: Viewed
- 12.8 Community Services Update: Update given
- 12.9 Discussion on Board Makeup -Seats: Discussion held. Determined to change meeting dates to the 3rd Tuesday of each month.
- 12.10 Board and Director Training: MN Charter Board Training & Development – *Safeguard Student Data*. Tabled.
- 12.11 Approve 990: **Motion to approve made by Judy Motschenbacher, seconded by Mary VanDoren. Motion carried unanimously.**
- 12.12 VOA Fall Site Visit Rubric: **Motion made to accept made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 12.13 Certificates of Deposit: **Motion to approve moving funds into CDs up to \$75k with terms between 13 to 29 months made by Sara Knottski, seconded by Sarena Crowley. Motion approved unanimously.**
- 13.0 Reports and Information
- 13.1 Administrative Report: written report reviewed
- 13.2 Teachers Report: Sara Knottski is a Rockstar!! Getting kids outside as much as possible and incorporating in with learning of all subjects. Great progress for all students in Math and Reading on testing.
- 13.3 Board Member Report: Mary updated on 40 acres in Schroeder in the works for affordable housing.
- 14.0 Committee Up-dates
- 14.1 Finance Committee: Met 30 minutes prior to this meeting
- 14.2 District Advisory & Academic Excellence Committee:
- 14.3 Fund Raising Committee: Gala for the Grove 2023 May 13th. theme? DJ? 4:30 social, dinner 5:30, auction 6:30, music and dancing 8:30 or 9
- 15.0 Approve Purchase Orders. **Motion to approve made by Sarena Crowley, seconded by Judy Motschenbacher. 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: Tuesday, March 21, 2023 at BGCS at 5:30.
- 18.0 Adjourn. **Motion to adjourn made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**