

# **Birch Grove Community School**

## School Board Meeting Minutes

Tuesday, January 16, 2024

*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: 4:00pm  
Members present: Sarena Crowley, Sara Knottski, Judy Motschenbacher, Skip Lamb, Mary VanDoren and ex-officio Diane Blanchette.  
Members Absent: None  
Others present: None
- 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 Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from December 19, 2023. **Motion to approve by Judy Motschenbacher, seconded by Sara Knottski. 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 Sara Knottski. Motion carried unanimously. Motion to move \$75,000 from the GMSB checking account as well as \$10,000 NSFCU funds into 7-month CD's at NSFCU by Mary VanDoren, seconded by Judy Motschenbacher. Motion carried unanimously.**
  - 8.2 Monthly Register: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 9.0 Enrollment Updates: 51 K-5, budgeted at 49
- 10.0 Policy Review:
- 11.0 Old Business
- 12.0 New Business
  - 12.1 Accept Donations: **Motion to accept donations made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
  - 12.2 Audit Presentation 22-23 from Miller McDonald, Inc. **Motion to approve the audit made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 12.3 Board and Director Training: MN Charter Board Training & Development – *Abide by the Bylaws*
- 13.0 Academics Review: Review weekly newsletters from classroom teachers on classroom academic activities and viewed 2/3 student persuasive letters to BGCS board and administration
- 14.0 Reports and Information
  - 14.1 Administrative Report: written report reviewed
  - 14.2 Teachers Report:
  - 14.3 Board Member Report:
- 15.0 Committee Updates:

15.1 Finance Committee: Met 30 minutes prior to this meeting

15.2 District Advisory & Academic Excellence Committee:

15.3 Fund Raising Committee:

15.4 Hostel Committee:

16.0 Approve Purchase Orders **Motion to approve made by Sara Knottski, 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, February 20, 2024 at BGCS at 4:00.

19.0 Adjourn **Motion to adjourn at 5:48pm made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**