

Birch Grove Community School

School Board Meeting Minutes July 18, 2022

At Birch Grove Community School

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: 5:33pm
Members present: Skip Lamb, Judy Motschenbacher, Sara Knottski and ex-officio Diane Blanchette.
Members absent: Mary VanDoren and Sarena Nelson
Others present: Rod Haenke (VOA)
- 2.0 Reading of the Mission Statement: Skip Lamb
- 3.0 Review and Approve the Agenda: **Motion to approve with the additions of 12.5 Auditor Contract and 12.6 Hostel, made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from June 20, 2022. **Motion to approve made by Judy Motschenbacher, seconded by Skip Lamb. 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: N/A
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion made to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion made to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion made to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion made to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion made to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion made to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Update: 2022-2023 38-47, Saplings full with waiting list
- 10.0 Policy Review: N/A
- 11.0 Old Business
- 12.0 New Business
 - 12.1 Accept Donations: **Motion made to accept made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 12.2 Approve Hires: Discussion was held. **Motion by Sara Knottski, seconded by Skip Lamb, to have school director offer At Will Employment to Jeff Hoffman as an elementary teacher in the range of \$36,000-\$40,000. Motion carried unanimously.**
 - 12.3 Approve Building Leases: **Motion by Sara Knottski, seconded by Skip Lamb, to approve the K-5 lease. Motion carried unanimously. Motion by Skip Lamb, seconded by Sara Knottski, to approve the Community Service/Saplings lease. Motion carried unanimously.**
 - 12.4 Board and Director Training: MN Charter Board Training & Development – *Maintain Authorizer Relations* Tabled.
 - 12.5 Auditor Contract – **Motion to approve the contract by Sara Knottski, seconded by Judy Motschenbacher. Motion carried unanimously.**

12.6 Hostel – Discussion held. Mary was able to find old contacts for previous use of the hostel. Add this for more discussion at the next meeting.

13.0 Reports and Information

13.1 Administrative Report: written report reviewed

13.2 Teachers Report: none

13.3 Board Member Report: none

14.0 Committee Up-dates

14.1 Finance Committee: Met prior to this meeting. Reviewed financial statements.

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

15.0 Approve Purchase Orders: **Motion made by Skip Lamb, seconded by Judy Motschenbacher, to have Sara Knottski approve purchase orders on site later this week. 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: August 15, 2022 at 5:30 at BGCS

18.0 Adjourn. **Motion made to adjourn at 7:04pm made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**