

Birch Grove Community School

School Board Meeting Minutes

Tuesday, June 18, 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: 4:00pm

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

Members Absent: Skip Lamb

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 May 21, 2024: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: Sara Knottski potential conflict with Review/Approve Offer Letters

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 at the end of this agenda.*

7.0 Financial Reports

7.1 Cash Flow Projection. **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

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

7.3 Revenue Report: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

7.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

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

7.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

8.0 Enrollment Updates: 50.5 ADM, Budgeted at 49 for 23-24

48 ADM projected for 24-25, Budgeted at 47

9.0 Policy Review/Approval: 103 Complaints – Students, Employees, Parents, Other Persons – **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

10.0 Old Business

11.0 New Business

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

11.2 Approve Q-Comp Annual Report 23-24: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

11.3 Review/Approve Offer Letters for 24-25: **Motion to increase by an additional \$1 per hour paras heading to their 4th year and varied PTO for all employees made by Mary VanDoren, seconded by Sarena Crowley. Sara Knottski abstained. Motion carried.**

11.6 Approve 24-25 Budget: **Motion to approve the budget with changes made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

11.7 Transfer Funds from Fund I to Fund II: **Motion to approve transfer of up to \$15,000 from Fund 1 to Fund 2 made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

11.8 Approve Contracts: Capernaum Pediatric (PT), A Chance To Grow (3rd Party Reimbursement Services), Indigo Education (ASD), Indigo Education (Special Education Director), Indigo Education (Physical and Health Disabilities Consultant), A Chance To Grow (Speech/language), Jan Lippett (psychologist), Integrative Therapy, LLC. (OT). **Motion to approve contracts made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

12.0 Academics Review: Wolf Ridge Writings and weekly BGCS newsletters that contain academic updates from the classroom teachers were reviewed

13.0 Reports and Information

14.1 Administrative Report: reviewed

14.2 Teachers Report:

14.3 Board Member Report: Judy handed out information gathered at the Annual VOA Charter School Conference (*27 Things Extraordinary Boards Do, Characteristics of High-Performing Governance-Focused School Boards*, and other school board related information).

14.0 Committee Up-dates

14.1 Finance Committee: Met 30 minutes prior to this meeting reviewed Budget draft

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

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

16.0 Set Date for the Next School Board Meeting: Tuesday, July 16, 2024 at BGCS at 4:00.

17.0 Adjourn. **Motion to adjourn at 5:35pm made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**