

# **Birch Grove Community School**

School Board Meeting Minutes

September 19, 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: 5:30pm  
Members present: Judy Motschenbacher, Mary VanDoren, Skip Lamb and ex-officio Diane Blanchette.  
Members absent: Sara Knottski, Sarena Nelson
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from August 15, 2022: **Motion to approve made by Judy Motschenbacher, seconded by Skip Lamb. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: N/A
- 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: no cash flow report due to year end
  - 8.2 Monthly Register: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Update for 2022-2023: 42 K-5, Saplings 18 with waiting list
- 10.0 Policy Review: 714 Fund Balances
- 11.0 Old Business
  - 11.1 Hostel: tabled
- 12.0 New Business
  - 12.1 Accept Donations: **Motion by Mary VanDoren, seconded by Skip Lamb, to accept donations. Motion carried unanimously.**
  - 12.2 Accept Contracts: **Motion by Mary VanDoren to approve the Arrowhead Transit contract, seconded by Skip Lamb. Motion carried unanimously. Motion by Skip Lamb, seconded by Mary VanDoren to approve the school psychologist contract. Motion carried unanimously. Motion by Skip Lamb to approve the Early Childhood Special Education Teacher contract, seconded by Mary VanDoren. Motion carried unanimously.**
  - 12.3 School Director Goals: Results from 21-22 were reviewed. **Motion by Mary VanDoren to approve the 22-23 school director goals, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.4 **Motion to approve the Employee Handbook with changes by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.5 **Motion to approve the Student/Family Handbook with changes made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

- 12.6 Board and Director Training: MN Charter Board Training & Development - Tabled
- 13.0 Reports and Information
  - 13.1 Administrative Report: written report reviewed
  - 13.2 Teachers Report: Sara Knottski absent
  - 13.3 Board Member Report: N/A
- 14.0 Committee Up-dates
  - 14.1 Finance Committee: No recommendations – met before meeting
  - 14.2 District Advisory & Academic Excellence Committee:
  - 14.3 Fund Raising Committee: Halloween Carnival preparations are underway.
- 15.0 Approve Purchase Orders: **Motion to approve made by Judy Motschenbacher, seconded by Skip Lamb. 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: October 17, 2022 following the Annual Meeting that starts at 5:30 at BGCS
- 18.0 Adjourn: **Motion to adjourn by 7:05pm made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**