

Birch Grove Community School

School Board Meeting Minutes

Tuesday, April 15, 2025

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: 4:03pm.

Members present: Judy Motschenbacher, Mary VanDoren, Sarena Crowley, Skip Lamb (arrived at 4:30), Sara Knottski and ex-officio Diane Blanchette.

Members absent: none

2.0 Reading of the Mission Statement: Judy Motschenbacher

3.0 Review and Approve the Agenda: **Motion to approve with the addition of NSFCU CD's and LOC at GMSB made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from March 18, 2025: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: Mary VanDoren will abstain from voting on anything related to GMSB.

6.0 Community Comment: *This is an opportunity for the public to address the school board on items that are on this agenda 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 Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

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

7.3 Revenue Report: **Motion to approve with noting correction of Misc Local donation (double entry) made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

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

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

7.6 Balance Sheet Report: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

8.0 Enrollment Updates: K-5: 42 - Budgeted at 47

9.0 Policy Review/Approval: Family and Medical Leave Policy: reviewed

10.0 Old Business

10.1 Certificates of Deposits Update: **Motion to renew CD's with the North Shore Federal Credit Union and sign up for 5 month term(s) made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

10.2 Line of Credit: **Motion to renew line of credit with Grand Marais State Bank made by Skip Lamb, seconded by Sarena Crowley. Mary VanDoren abstained. Motion carried.**

11.0 New Business

11.1 Accept Donations: **Motion to approve donations made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

11.2 Approve Changes in School Calendar 25-26: **Motion to approve 25-26 calendar to account for no transportation/no school on Good Friday 2026. School will be scheduled for the following Monday made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

11.3 Approve April 2 as a Snow Day and May 2 as a Make Up Day: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**

11.4 Approve Contracts: ACTG 3rd Party Billing Contract 25-26, Capernaum PT Contract 25-26, and Integrated Therapy OT Contract 25-26.: **Motion to approve all listed contracts made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

11.5 Review Staff Positions and Wages for 2025-2026 in Prep for Offer Letters and Budget: History of wages info handed out.

12.0 Academics Review: Review weekly newsletters from teachers on academics in the classroom. *Minnesota: Our Seasons* book, that was written and illustrated by Ms. Forster's class, was reviewed by board members. What a great job!

13.0 Reports and Information

13.1 Administrative Report: Written report reviewed

13.2 Teachers Report: Kindergarten Round Up was today. MCAs starting next week.

13.3 Board Member Report: Discussion around housing options in the west end. Making progress.

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 update given.

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, May 14, 2025 at 4:00 at BGCS.

17.0 Adjourn: **Motion to adjourn at 5:27 made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**