

Birch Grove Community School

School Board Meeting Minutes

April 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: 5:30 Quorum Declared
Members Present: Judy Motschenbacher, Sarena Nelson, Sara Knottski, Mary VanDoren ex-officio Diane Blanchette
Members Absent: Skip Lamb
- 2.0 Reading of the Mission Statement: Read by Mary VanDoren
- 3.0 Review and Approve the Agenda: **Motion to approve made by Mary VanDoren, seconded by Sarena Nelson. Motion carried unanimously**
- 4.0 Review and Approve Meeting Minutes from March 21, 2022: **Motion to approve with addition of Sara Knottski being in and out due to conferences, seconded by Sara Knottski. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from 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 on the reverse of this agenda.
- 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 Sarena Nelson. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously**
 - 8.3 Revenue Report: **Motion to approve made by Sarena Nelson, 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 Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, seconded by Sarena Nelson. Motion carried unanimously.**
- 9.0 Enrollment Update: K-5 at 36, ADM 35.5, budgeted at 35, Saplings Full with Waiting List
- 10.0 Policy Review: Equal Employment Opportunity: **Motion to approve with grammatical errors and addition of E made by Sarena Nelson, seconded by Mary VanDoren. Motion carried unanimously.**
- 11.0 Old Business: None
- 12.0 New Business
 - 12.1 Accept Donations: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously**
 - 12.2 Approve 22-23 Offer Letters: **Motion to approve salary increases for school director and licensed teachers: \$4500 for Knottski, \$4500 Blanchette, \$4000 for Silence and Helgesen. Sara Knottski abstained. Motion carried.**
Motion to approve wage increases for paras, office admin, para tech, summer positions (Fund 4), Community Services positions made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.
 - 12.3 Approve 22-23 Budget: discussed and tabled

12.4 Board and Director Training: MN Charter Board Training & Development – *Adopt a Budget: tabled until next meeting*

13.0 Reports and Information

13.1 Administrative Report: written report included and reviewed

13.2 Teachers Report: MCA's next week. Kindergarten roundup was a success with potential of 13

13.3 Board Member Report: contacts for previous hostel users provided by Mary

14.0 Committee Up-dates

14.1 Finance Committee: Met at 4:00 prior to this meeting and reviewed the 2022-2023 budget

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

15.0 Approve Purchase Orders: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. 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: May 16, 2022 at 5:30 at BGCS

18.0 Adjourn: **Motion to adjourn made by Sara Knottski at 8:11pm, seconded by Mary VanDoren. Motion carried unanimously.**