

# **Birch Grove Community School**

School Board Meeting Minutes

Tuesday, April 18, 2023

At Birch Grove Community School at 5:30

*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: 5:34pm  
Members present: Skip Lamb, Mary VanDoren, Judy Motschenbacher, Sarena Crowley and ex-officio Diane Blanchette  
Members absent: Sara Knottski
- 2.0 Reading of the Mission Statement: Read by Mary VanDoren
- 3.0 Review and Approve the Agenda: **Motion to approve agenda with additional snow day, made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from March 21, 2023. **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. 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: **Motion made to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.2 Monthly Register: **Motion made to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion made to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion made to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion made to approve made by Sarena Crowley, second by Mary VanDoren. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion made to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Update for 2022-2023: 44 K-5 (Estimated ADM is 42), Saplings 18 with waiting list
- 10.0 Policy Review: 515 Protection and Privacy of Pupil Records: Reviewed
- 11.0 Old Business
  - 11.1 Youth Hostel: Discussion held. We will follow-up with applicant(s).
- 12.0 New Business
  - 12.1 Accept Donations: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
  - 12.2 Approve April 5, 2023 and April 17, 2023 as a Snow Day and Make Up Days as June 1-2, 2023: **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
  - 12.3 2023-2024 Budget Review: Discussed and tabled
  - 12.4 Offer Letter Review: Discussion held
- 13.0 Reports and Information
  - 13.1 Administrative Report: written report reviewed
  - 13.2 Teachers Report: N/A
  - 13.3 Board Member Report: Discussion on potential board member
- 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 for Grove June 10<sup>th</sup> at 5pm. Photography and music lined up.

Menu meeting set for Thursday at 5:30 with Tessa, event coordinator. FB event going out, invites will go out after menu is finalized. Roaring 20's is the theme

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: Tuesday, May 16, 2023 at BGCS at 5:30.

18.0 Adjourn: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**