

# **Birch Grove Community School**

## School Board Meeting Minutes

August 15, 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: 5:38pm  
Members present: Judy Motschenbacher, Sarena Nelson, Mary VanDoren, ex-officio Diane Blanchette. Skip Lamb arrived at 5:45pm
- 2.0 Reading of the Mission Statement: 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 July 18, 2022: **Motion to approve made by Sara Knottski, seconded by Judy Motschenbacher. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Mary VanDoren will abstain from voting on new hires due to close relationship.
- 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 Sarena Nelson, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
- 9.0 Enrollment Update for 2022-2023: 46-50 K-5, Saplings Full with waiting list
- 10.0 Policy Review: NA
- 11.0 Old Business
- 12.0 New Business
  - 12.1 Accept Donations: none at this time
  - 12.2 Approve Hires: Emily VanDoren, Paraprofessional: **Motion to hire Emily VanDoren as a paraprofessional at \$17/hr made by Skip Lamb, seconded by Sarena Nelson. Mary VanDoren abstained. Motion carried.**
  - 12.3 Approve Fee Structure for 2022-2023: **Motion to approve fee structure with adjustments made by Skip Lamb, seconded by Mary VanDoren. Motioned carried unanimously.**
  - 12.4 Survey Results 2021-2022: reviewed. Survey results from parents and from teachers were reviewed.
  - 12.5 Hot Lunch Update: still advertising and searching
  - 12.6 Hostel: reviewed and discussed. All information will be given to the board for another review before a job ad will be created and sent out.

12.7 School Director Review: The 16 areas were evaluated, rated 1-5 with 5 being the highest. The director receiving an average score of 5 in 11 of the 16 areas. In the other 5 areas the director received scores between 3-5. In the 17<sup>th</sup> area of the evaluation an Over All Score of 5 was received.

12.8 Board and Director Training: MN Charter Board Training & Development – *Maintain Authorizer Relations*

13.0 Reports and Information

13.1 Administrative Report: written report reviewed. Board recommends having a paraprofessional survey as well to help us get a well-rounded perspective from all staff.

13.2 Teachers Report: Open House August 23<sup>rd</sup>, 2022

13.3 Board Member Report:

14.0 Committee Up-dates

14.1 Finance Committee:

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Papa Charlies is not an option to winter 2022. Looking into other options for venues, types of fundraisers and different times of days. Halloween Carnival is a go.

15.0 Approve Purchase Orders: **Motion to approve made by Judy Motschenbacher, 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: September 19, 2022 at 5:30 at BGCS

18.0 Adjourn: **Motion to adjourn by 7:32pm made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**