

Birch Grove Community School

School Board Meeting Minutes

Tuesday, August 15, 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, Sarena Crowley, Sara Knottski and ex-officio Diane Blanchette.
Absent: Mary VanDoren
- 2.0 Reading of the Mission Statement
- 3.0 Review and Approve the Agenda: **Motion to approve with the addition of 12.8 Hostel Contract, made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from July 18, 2023: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sarena Crowley will abstain from lease approval.
- 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 at the end of this agenda.*
- 7.0 Purchase Order Review: in progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Updates: 22/23 ADM report at 43.11, budgeted at 42 and 23/24: 50-57, budgeted at 49
- 10.0 Policy Review: N/A
- 11.0 Old Business
- 12.0 New Business
 - 12.1 Student and Family Handbook 23-24: **Motion to approve with changes made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
 - 12.2 Community Service Programs Handbook 23-24: **Motion to approve with changes made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 12.3 Lease Addition for Community Service: **Motion to approve an additional Fund 4 lease (the exercise room) made by Sara Knottski, seconded by Skip Lamb. Sarena Crowley abstained. Motion carried.**
 - 12.4 Insurance Review 23-24: reviewed
 - 12.5 School Director Review: Results from the board members evaluation were reviewed as well as 22/23 School Directors Professional Development Plan w/Results: **Motion to approve the school directors 23-24 professional development plan made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 12.6 VOA School Pledge of Compliance 23-24: Reviewed and signed by board chair

12.7 Accept the Duluth Superior Area Community Foundation Fund transfer from We Connect: **Motion to approve transfer made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

12.8 Review Hostel Contract: **Motion to approve with changes made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**

13.0 Academics Review: N/A

14.0 Reports and Information

13.1 Administrative Report: written report reviewed with updates on school transportation, the Gala, and plans to create another daycare but for ages 0-3.

13.2 Teachers Report: N/A

13.3 Board Member Report: N/A

15.0 Committee Up-dates

14.1 Finance Committee: N/A

14.2 District Advisory & Academic Excellence Committee: N/A

14.3 Fund Raising Committee: N/A

14.4 Hostel Committee: N/A

16.0 Approve Purchase Orders: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

17.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

18.0 Set Date for the Next School Board Meeting: Tuesday, September 19, 2023 at BGCS at 5:30.

19.0 Adjourn: **Motion to approve made by Skip Lamb, seconded by Sarena Crowley at 7:10pm. Motion carried unanimously.**