

Birch Grove Community School

School Board Meeting Minutes

December 19, 2022

At Birch Grove Community School

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 5:30pm Quorum declared
Members present: Sara Knottski, Sarena Crowley, Skip Lamb, Judy Motschenbacher
Members absent: Mary VanDoren and ex-officio Diane Blanchette
Others Present: Gordon Engstrom, Community Member
- 2.0 Reading of the Mission Statement: Skip Lamb
- 3.0 Review and Approve the Agenda: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motioned carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from November 21, 2022: **Motion to approve made by Skip Lamb, seconded by Skip Lamb. Motioned carried unanimously.**
- 5.0 Declaration of Conflict of Interest: NA
- 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 Sara Knottski, seconded by Skip Lamb. Motioned carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motioned carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motioned carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Skip Lamb, seconded by Sarena Crowley. Motioned carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motioned carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motioned carried unanimously.**
- 9.0 Enrollment Update for 2022-2023: 43 K-5 (Estimated ADM is 42), Saplings 18 with waiting list.
- 10.0 Policy Review: N/A
- 11.0 Old Business
 - 11.1 Hostel: reviewing an applicant that is willing to relocate from West Coast. Judy will setup an interview for as early as possible.
- 12.0 New Business
 - 12.1 Accept Donations: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motioned carried unanimously.**
 - 12.2 Board and Director Training: MN Charter Board Training & Development – *Develop and Use Policies* completed.
- 13.0 Reports and Information
 - 13.1 Administrative Report: written report reviewed
 - 13.2 Teachers Report: Musical tomorrow at 1pm and 6pm and pajama day on Wednesday.
 - 13.3 Board Member Report: nothing additional
- 14.0 Committee Up-dates
 - 14.1 Finance Committee: met prior to meeting. Gordon Engstrom present.
 - 14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

15.0 Approve Purchase Orders: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. 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: January 16, 2023 at BGCS at 5:30. **Date has been rescheduled for Monday, January 23rd, 2023.**

18.0 Adjourn. **Motion to adjourn at 6:28pm by Sara Knottski, seconded by Skip Lamb. Motioned carried unanimously.**