



## **Birch Grove Community School**

School Board Meeting Minutes

December 21, 2020 at 5:30pm

Some members may choose to attend electronically due to health pandemic (statute 13D.021)

*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: 5:35pm.  
Members present: Judy Motschenbacher, Sara Knottski, Krystal Singleton and Sarena Nelson and ex-officio Diane Blanchette. Skip Lamb joined the meeting at 5:45pm.  
Members absent: Kathy Lawrence
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion made by Sara Knottski, seconded by Sarena Nelson. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from November 16, 2020: **Motion to approve made by Sara Knottski, seconded by Sarena Nelson. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from 11.5 due to conflict
- 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 Sarena Nelson, seconded by Krystal Singleton. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
  - 8.2 Monthly Register **Motion to approve made by Sarena Nelson, seconded by Skip Lamb . Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to approve made by Skip Lamb, seconded by Krystal Singleton. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to approve made by Sarena Nelson, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to approve made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
- 9.0 Enrollment Update: K-5 **43** Saplings: **15** with waiting list of 4
- 10.0 Old Business
- 11.0 New Business
  - 11.1 School and Community Service Newsletter Review: reviewed
  - 11.2 Annual Audit Presentation: Miller McDonald: presentation given by Josh Sanden and Jim Aylesworth: **Motion to approve the audit made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**
  - 11.3 Review the Implementation of the Distance Learning Model started on December 3: reviewed
  - 11.4 Review on Governor Announcement/Updated Learning Plan – In-person/Hybrid for Elementary able to start on January 18/21: reviewed and update given
  - 11.5 20-21 Year End Staff Stipend Discussion: motion was included in the budget revision

11.6 2020-21 Budget Revision: **Motion to approve budget with changes, and with the addition of maximum Pandemic Pay of \$1500 per staff made by Skip Lamb, seconded by Sarena Nelson. Judy Motschenbacher aye, Krystal Singleton aye, Sarena Nelson, Sara Knottski abstained. Motion carried.**

11.7 Transportation Contract: **Motion to approve made by Krystal Singleton, seconded by Skip Lamb. Motion to approve made by Sarena Nelson, seconded by Skip Lamb. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**

12.0 Accept Donations: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**

13.0 Committee Up-dates

13.1 Finance Committee: Met just prior to this meeting to review 20-21 Budget Revision

13.2 District Advisory & Academic Excellence Committee: NA

13.3 Fund Raising Committee: NA

13.4 Community Service Advisory Council: NA

14.0 Approve Purchase Orders: **Motion to approve made by Krystal Singleton, seconded by Sara Knottski. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**

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

16.0 Set Date for the Next School Board Meeting: Monday, January 11, 2020 at 5:30 (Due to regular meeting scheduled on Martin Luther King Jr Day on Jan 18, 2020)

17.0 Adjourn: **Motion to adjourn made by Sara Knottski at 7:45pm, seconded by Krystal Singleton. Judy Motschenbacher aye, Sara Knottski aye, Krystal Singleton aye, Sarena Nelson aye. Motion carried unanimously.**