

Birch Grove Community School

School Board Meeting Minutes

Tuesday, June 17, 2025

At Birch Grove Community School at 4:00pm

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: 4pm

Members Present: Judy Motschenbacher, Skip Lamb, Sarena Crowley and ex-officio Diane Blanchette.

Members Absent: Sara Knottski and Mary VanDoren

2.0 Reading of the Mission Statement: Sarena Crowley

3.0 Review and Approve the Agenda: **Motion to approve with changes of additional contracts (Miller McDonald, Jan Lippett-school psychologist) and 11.11 Approve Transfer from Fund 1 to Fund 2 made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from May 14, 2025. **Motion by Sarena Crowley, seconded by Skip Lamb. Motion 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 items that are on this agenda in accordance with the guidelines printed at the end of this agenda.*

7.0 Financial Reports

7.1 Cash Flow Projection: **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

7.2 Monthly Register **Motion to approve by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

7.3 Revenue Report **Motion to approve by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

7.4 Expenditure Report **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

7.5 Bank Statement **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

7.6 Balance Sheet Report **Motion to approve by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

8.0 Enrollment Updates: 2024-2025 K-5: 46, ADM Closer to 43, - Budgeted at 47

9.0 Policy Review/Approval: 509 Admission and Enrollment **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

10.0 Old Business

11.0 New Business

11.1 Accept Donations **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

11.2 Approve Contracts for 2025-2026: Designs for Learning, Pam Zahn-SEDRA/MEGS, Indigo ASD, Indigo Physical and Health Disabilities Consultant, Amended Word of Mouth Contract for Speech ESY, Miller McDonald and Jan Lippett: **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

11.3 Approve 24-25 Q-Comp Annual Report **Motion to approve by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**

11.4 Revise Bylaws in Compliance with Statutes **Motion to approve by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

11.5 Motion Concerning Board Term Extension with Consideration of Bylaw Updates: Motion to approve the board seats that need extension to July 1. **Motion to approve by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**

11.6 Board and Director Training: MN Charter Board Training & Development: *Open Meeting Law*: watched

11.7 Approve Offer Letters: K-5 Teachers, Cook, School Director and Hostel Manager: **Motion to approve Teacher, Cook and Hostel Manager Offer Letters made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously. Motion to increase the school director salary by \$14,000, cash in lieu of insurance \$4,000, 20 days of PTO to be banked, and 10 days PTO during the school year (same as teachers) moving forward made by Skip Lamb, seconded Sarena Crowley. Motion carried unanimously.**

11.8 Approve 25-26 Budget **Motion to approve the 25-26 budget with revisions made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

11.9 BGCS Board Member Self-Reflection Survey Results: results reviewed with discussion on more training on preparing a long-term strategic plan as well as onboarding new board members.

11.10 School Director Survey Results and Evaluation: Results reviewed. Overall score were 5's.

11.11 Transfer of Funds **Motion to allow school director to transfer funds from Fund 1 to Fund 2 to cover deficit made by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**

12.0 Academics Review: Wolf Ridge 4/5 Student Response Quilt and Weekly Newsletters from Teachers on Academics in the Classroom were viewed.

13.0 Reports and Information

13.1 Administrative Report: Written report reviewed. Diane talked about plans for new library shelving. Waiting on estimate.

13.2 Teachers Report: N/A

13.3 Board Member Report:

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:

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

16.0 Set Date for the Next School Board Meeting: Tuesday, July 15, 2025 at 4:00 at BGCS.

17.0 Adjourn: **Motion to adjourn at 6:24pm made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**