

Birch Grove Community School

School Board Meeting Minutes

Tuesday, June 20, 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: 5:38pm
Members Present: Sara Knottski, Mary VanDoren, Sarena Crowley, Judy Motschenbacher, Skip Lamb and ex-officio Diane Blanchette
Others Present: Terri Anderson from VOA
- 2.0 Reading of the Mission Statement: Mary VanDoren
- 3.0 Review and Approve the Agenda: **Motion made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from May 16, 2023: **Motion made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sarena Crowley will abstain from voting on leases with Tofte Township. Sara Knottski will abstain from voting should her salary be re-examined.
- 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 Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. 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 Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**
- 9.0 Enrollment Updates for 2022-2023: ADM report at 43.11, budgeted at 42 2023-2024: 47-56
- 10.0 Policy Review: 402 Disability Nondiscrimination Policy, 609 Religion, Early Admission Policy: **Motion to approve policies with the minor changes discussed, made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 11.0 Old Business
 - 11.1 Youth Hostel: Discussion held and a committee created with members: Mary VanDoren, Judy Motschenbacher and Diane Blanchette. Committee will meet and bring recommendations to the next board meeting.
- 12.0 New Business
 - 12.1 Accept Donations: **Motion to approve made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
 - 12.2 VOA FY22 Scorecard: **Motion to accept made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 12.3 Q-Comp Annual Report 22-23: **Motion to accept made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

12.4 Approve 23-24 Building Leases: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Sarena Crowley abstained. Motion carried.**

12.5 Approve 23-24 Offer Letters: **Motion to approve Offer Letter to Sara Silence made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously. Motion to approve Offer to Samantha Forester made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously. Motion to approve Offer to Ryan Ketchmark made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously. Motion to approve an additional increase salary by \$2k each to Sara Knottski and Diane Blanchette made by Mary VanDoren, seconded by Sarena Crowley. Sara Knottski abstained. Motion carried.**

12.6 Approve 23-24 Budget: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

12.7 Approve Contracts for 23-24: cmERDC, Special Education Director, 3rd Party Billing, Speech-Language, Early Childhood Special Education Teacher, Occupational Therapy, ESY Speech-language **Motion to approve cmERDC made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously. Motion to approve Special Education Director by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously. Motion to approve 3rd party billing made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously. Motion to approve Speech Language made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously. Motion to approve early childhood special education teacher made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously. Motion to approve occupational therapy made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously. Motion to approve ESY Speech-language made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**

12.8 Review Wolf Ridge Student Writings: great!

12.9 Approve Transfer of Funds from Fund 1 to Fund 2: **Motion to approve transfer of \$2k made by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**

12.10 Review School Board Self-Reflection Survey Results: Hard copy survey results were examined by all members and re-capped by board chair.

12.11 Board and Director Training: MN Charter Board Training & Development – None this meeting

13.0 Academics Review – This line will be added to all future agendas as recommended at the VOA conference. 2/5 Wolf Ridge Trip Writing Samples

14.0 Reports and Information

13.1 Administrative Report: written report reviewed

13.2 Teachers Report: End of year was busy and went well. All staff gathered on the last day and shared thoughts on the 22-23 year.

13.3 Board Member Report: VOA conference attended this month by Judy Motschenbacher and Diane Blanchette. More information may be reflected on the July agenda.

15.0 Committee Up-dates

14.1 Finance Committee: Met 60 minutes prior to this meeting to review the 23-24 budget

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Final Gala revenue will be recapped at next meeting. All expenditures have not yet been received.

16.0 Approve Purchase Orders: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. 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, July 18, 2023 at BGCS at 5:30.

19.0 Adjourn: **Motion to adjourn at 7:01pm made by Sarena Crowley, seconded by Mary VanDoren. Motion carried unanimously.**