

School Board Meeting Minutes  
March 21, 2022  
At Birch Grove Community School

*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: 5:31pm  
Members present: Judy Motschenbacher, Skip Lamb, Sarena Nelson, ex-officio Diane Blanchette  
Members absent: Mary VanDoren
- 2.0 Reading of the Mission Statement: Sarena Nelson
- 3.0 Review and Approve the Agenda: **Motion to approve the agenda made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from February 22, 2022: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. 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 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 Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 8.2 Monthly Register: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
- 9.0 Enrollment Update: K-5 at 36, ADM 35.5, budgeted at 35, Saplings Full with Waiting List
- 10.0 Policy Review: Equal Employment Opportunity: Reviewed
- 11.0 Old Business
- 12.0 New Business
  - 12.1 Accept Donations: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 12.2 Accept 20-21 BGCS Academic Report from VOA: **Motion to accept made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**
  - 12.3 Approve Updated Community Service Handbook: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.8 Board and Director Training: MN Charter Board Training & Development – *Maintain Authorizer Relations*
- 13.0 Reports and Information
  - 13.1 Administrative Report: written report included. **Motion to approve purchase of air purifiers for 4 rooms made by Skip Lamb, seconded by Sarena Nelson. Motion carried unanimously.**
  - 13.2 Administration laptop: **Motion to approve new purchase made by Sarena Nelson, seconded by Skip Lamb. Motion carried unanimously.**
  - 13.3 Teachers Report: Conferences start this week
  - 13.4 Board Member Report:
- 14.0 Committee Up-dates
  - 14.1 Finance Committee: Met at 5:00 prior to this meeting and reviewed finances
  - 14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Gala for the Grove 2022: Bruce Johnson Photography, Andrew Beavers for music and Craig Horak for auctioneer. Menu is set.

15.0 Approve Purchase Orders: **Motion to approve made by Skip Lamb, seconded by Sarena Nelson. 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: April 19, 2022 at 5:30 at BGCS

18.0 Adjourn: **Motion to adjourn at 6:46pm made by Sarena Nelson, seconded by Sara Knottski. Motion carried unanimously.**