

Birch Grove Community School

School Board Meeting Minutes

Tuesday, March 21, 2023

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: Meeting called to order at 5:30pm
Members Present: Mary VanDoren, Skip Lamb, Sarena Crowley, Judy Motschenbacher and ex-officio Diane Blanchette
Members Absent: Sara Knottski holding school conferences
- 2.0 Reading of the Mission Statement: Sarena Crowley
- 3.0 Review and Approve the Agenda: **Motion to approve with the additions of 12.4 Accept Resignation and 12.5 Approve 23-24 school calendar, made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from February 21, 2023. **Motion made to approve meeting minutes with changes made by Mary VanDoren, 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 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 Mary VanDoren. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 9.0 Enrollment Update for 2022-2023: 44 K-5 (Estimated ADM is 42), Saplings 18 with waiting list
- 10.0 Policy Review: 406 Public and Private Personnel Data. **Motion to approve with change made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
- 11.0 Old Business
 - 11.1 Youth Hostel: update given. New applicant to be interviewed. We will start booking for next winter
- 12.0 New Business
 - 12.1 Accept Donations. **Motion to accept donations made by Sarena Crowley, seconded by Skip Lamb. Motion carried unanimously.**
 - 12.2 Accept VOA Reports FY22: Governance, Finance, Academics: **Motion to accept made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**
 - 12.3 Board and Director Training: MN Charter Board Training & Development – *Safeguard Student Data* completed
 - 12.4 Accept Resignation: **Motion to accept Michelle Blanck’s resignation with many thanks for 8 years of service made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

12.5 Approve 2023-2024 School Calendar: **Motion to approve made by Mary VanDoren, seconded by Sarena Crowley. Motion carried unanimously.**

13.0 Reports and Information

13.1 Administrative Report: written report included and reviewed

13.2 Teachers Report: conferences are happening, recycling program in K/1st grade is a hit!

13.3 Board Member Report: Transfer of endowment is making great progress!

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: The Gala is set for June 10th. Surfside under construction month of May. Save the Date placed on Facebook. Taking suggestions for themes. Aim to have auction done by 9pm for music.

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

18.0 Adjourn: **Motion made to adjourn at 6:55pm made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**