

Birch Grove Community School

School Board Meeting Minutes

May 16, 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: 5:35 Quorum Declared
Members Present: Judy Motschenbacher, Sara Knottski, Skip Lamb ex-officio Diane Blanchette
Members Absent: Sarena Nelson and Mary VanDoren
- 2.0 Reading of the Mission Statement: Read by Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve with the addition of 12.6 Lloyd K. Johnson Foundation grant progress made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously**
- 4.0 Review and Approve Meeting Minutes from April 19, 2022: **Motion to approve by Judy Motschenbacher, seconded by Sara Knottski. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sara Knottski will abstain 12.6
- 6.0 Community Comment: None present
- 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 Sara Knottski. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously**
 - 8.3 Revenue Report: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. Motion carried unanimously.**
 - 8.5 Bank Statement: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.6 Balance Sheet Report: **Motion to approve made by Sara Knottski, seconded by Skip Lamb. 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: None
- 11.0 Old Business:
 - 11.1 Board and Director Training: MN Charter Board Training & Development: *Adopt a Budget.* Conducted.
 - 11.2 Approve the 22-23 Budget: **Motion by Sara Knottski, seconded by Skip Lamb, to approve the 22-23 budget. Motion carried unanimously.**
- 12.0 New Business
 - 12.1 Accept Donations: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**
 - 12.2 Accept Resignation: **Motion by Skip Lamb, seconded by Sara Knottski, to accept the resignation of Mari Maldonado. Motion carried unanimously.** Mari will work the Summer Sapling program until August 11, 2022. Alayna Carrier will now be the lead teacher for this room. Ads for a Saplings assistant have been placed.
 - 12.3 Approve Hires: **Motion by Sara Knottski, seconded by Skip Lamb, to approve the hire of Gayle Grinnell as a 1:1 for Summer Saplings with the position rolling over to a 1:1 in the K/1**

room for 22-23. Motion passed unanimously. Diane has an interview scheduled for Saplings Assistant for 22-23 next week.

12.4 Approve Contracts: **Motion by Skip Lamb, seconded by Sara Knottski, to approve the following contracts: Autism Spectrum Disorder Specialist, Indigo Education-Special Education Director, Third Party Reimbursement, OT, Speech/Language, and a new copier lease (copier to be determined by director). Motion carried unanimously.**

12.5 Year End MAPS results were reviewed. Sara Knottski, DAC, reviewed with the board.

12.6 Lloyd K. Johnson Foundation grant progress was discussed. Diane wanted board input on purchase of picnic tables. **Motion by Judy Motschenbacher, seconded by Skip Lamb, to accept a bid for picnic tables (tables, finish, and delivery) from Melissa Knottski. Sara Knottski abstained, Judy Motschenbacher aye, Skip Lamb aye. Motion carried.**

13.0 Reports and Information

13.1 Administrative Report: written report included and reviewed

13.2 Teachers Report: All testing has been completed, Wolf Ridge is this week, the Tofte Forest Service is coming this week to plant trees with K-5.

13.3 Board Member Report: Gala went well!

14.0 Committee Up-dates

14.1 Finance Committee: Met at 4:00 prior to this meeting and reviewed the 2022-2023 budget

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee:

15.0 Approve Purchase Orders: **Motion to approve made by Sara Knottski, 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: June 20, 2022 at 5:30 at BGCS

18.0 Adjourn: **Motion to adjourn made by Sara Knottski at 7:46 pm, seconded by Skip Lamb. Motion carried unanimously.**