

Birch Grove Community School

School Board Meeting Minutes

Tuesday, May 16, 2023 at 5:30pm

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: 5:34pm
Members present: Sarena Crowley, Sara Knottski, Judy Motschenbacher, ex-officio Diane Blanchette, Skip Lamb arrived at 6:30pm.
Members Absent: Mary VanDoren, Skip Lamb (until 6:30)
Others present: Jonathan Beauchane (parent) and Kaare Melby (parent)
- 2.0 Reading of the Mission Statement: Judy Motschenbacher
- 3.0 Review and Approve the Agenda: **Motion to approve made by Sara Knottski, seconded by Sarena Crowley. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from April 18, 2023. **Motion to approve with the addition of 12.6 Year End MAP scores, made by Sarena Crowley, seconded by Judy Motschenbacher. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Sara Knottski will abstain from voting on Offer Letters. Sarena Crowley will abstain from voting on the lease agreements.
- 6.0 Community Comment: Concerns about Eagle Nest bus stop this winter as it can become unsafe if not properly plowed. BGCS addressed this concern once this winter and contacted the plower to move snow back. This was a record year for snowfall. Working on solution to improve plowing prior to next winter.
- 7.0 Purchase Order Review: in progress
- 8.0 Financial Reports
 - 8.1 Cash Flow Projection: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.2 Monthly Register: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.3 Revenue Report: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 8.4 Expenditure Report: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. 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 Sara Knottski. Motion carried unanimously.**
- 9.0 Enrollment Update for 2022-2023: 44 K-5 (Estimated ADM is 42), Saplings 18
Enrollment Update for 2023-2024: 48-56, Saplings Full
- 10.0 Policy Review: None this Meeting
- 11.0 Old Business
 - 11.1 Youth Hostel: Met with the Cara and Jason Norris in person and on site. They will draft a Contract for Services for the board to review. Very excited on both ends. Waiting on proposal from them.
- 12.0 New Business
 - 12.1 Accept Donations: **Motion to accept April donations made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 12.2 Approve April 20, 2023 as a Snow Day and Make Up Day as May 5, 2023: **Motion to approve made by Sarena Crowley, seconded by Sara Knottski. Motion carried unanimously.**
 - 12.3 Approve 23-24 Building Leases: Discussed and tabled
 - 12.4 2023-2024 Budget Review: Discussed and reviewed draft

12.5 Offer Letter Review: **Motion to approve Offer Letters/wages as determined made by Sarena Crowley, seconded by Skip Lamb. Sara Knottski abstained. Motion carried.**

12.6 End of Year MAP testing results: reviewed

13.0 Reports and Information

13.1 Administrative Report: written report included

13.2 Teachers Report: Testing complete and gearing up for year end activities

13.3 Board Member Report: Katie Peck awarded scholarship for 2023. PTO will likely increase amt of scholarship next year from \$300 to \$500

14.0 Committee Up-dates

14.1 Finance Committee: Met 60 minutes prior to this meeting and reviewed the draft budget

14.2 District Advisory & Academic Excellence Committee:

14.3 Fund Raising Committee: Gala for the Grove is under way. Light discussion of BG taking a lot at the bouncy house on July 4th

15.0 Approve Purchase Orders: **Motion to approve made by Skip Lamb, seconded by Sara Knottski. 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, June 20, 2023 at BGCS at 5:30.

18.0 Adjourn: **Motion to adjourn at 7:30pm made by Skip Lamb, seconded by Sarena Crowley. Motion carried unanimously.**