

# **Birch Grove Community School**

## School Board Meeting Minutes

October 18, 2021 at 5:30pm

*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 Called the Meeting to Order at 6:41, Roll Call of Members, Quorum Declaration  
Member present: Judy Motschenbacher, Skip Lamb, Kathy Lawrence, Sara Knottski, Mary VanDoren and ex-officio Diane Blanchette  
Members absent: Sarena Nelson
- 2.0 Reading of the Mission Statement: read by Diane Blanchette.
- 3.0 Review and Approve the Agenda: **Motion to approve the agenda by Mary VanDoren, seconded by Skip Lamb. Motion passed unanimously.**
- 4.0 Review and Approve Meeting Minutes from September 20, 2021: **Motion to approve by Skip Lamb, seconded by Mary VanDoren. Motion passed unanimously.**
- 5.0 Declaration of Conflict of Interest: None
- 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 accept by Mary VanDoren, seconded by Sara Knottski. Motion passed unanimously.**
  - 8.2 Monthly Register: **Motion to accept by Sara Knottski, seconded by Kathy Lawrence. Motion passed unanimously.**
  - 8.3 Revenue Report: **Motion to accept by Sara Knottski, seconded by Mary VanDoren. Motion passed unanimously.**
  - 8.4 Expenditure Report: **Motion to accept by Kathy Lawrence, seconded by Sara Knottski. Motion passed unanimously.**
  - 8.5 Bank Statement: **Motion to accept by Sara Knottski, seconded by Kathy Lawrence. Motion passed unanimously.**
  - 8.6 Balance Sheet Report: **Motion to accept by Skip Lamb, seconded by Kathy Lawrence. Motion passed unanimously.**
- 9.0 Enrollment Update 21-22: K-5<sup>th</sup> 37 (budgeted at 35), Saplings full with waiting list
- 10.0 Policy Review: 413 Harassment and Violence: **Motion to approve with minor changes (take out "Co-Directors) by Kathy Lawrence, seconded by Mary VanDoren. Motion passed unanimously.**
- 11.0 Old Business
  - 11.1 Board and Director Training: MN Charter Board Training and Development – *Prevent Conflicts of Interest.* Viewed by all members.
- 12.0 New Business
  - 12.1 School and Community Service Newsletters Reviewed
  - 12.2 Accept Donations: **Motion to accept donation by Mary VanDoren, seconded by Skip Lamb. Motion passed unanimously.**
- 13.0 Reports and Information
  - 13.1 Administrative Report: written report reviewed
  - 13.2 Teachers Report: First Q-Comp observations completed.
  - 13.3 Board Member Report: Judy spoke about an offer on the van
- 14.0 Committee Up-dates
  - 14.1 Finance Committee: Met 30 minutes prior to this meeting: reviewed financials
  - 14.2 District Advisory & Academic Excellence Committee:
  - 14.3 Fund Raising Committee:
  - 14.4 Community Service Advisory Council: dissolved at annual meeting
- 15.0 Approve Purchase Orders: **Motion to approve purchase orders by Skip Lamb, seconded by Sara Knottski. Motion passed 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: Monday, November 15, 2021 at 5:30 at BGCS

18.0 Adjourn: **Motion to adjourn at 7:42pm by Mary VanDoren, seconded by Sara Knottski. Motion passed unanimously.**