

# **Birch Grove Community School**

School Board Meeting Meetings

Tuesday, September 17, 2024

At Birch Grove Community School at 4:00pm

*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: 4:00pm

Members Present: Judy Motschenbacher, Mary VanDoren, Skip Lamb (arrived at 4:08), Sara Knottski, and ex-officio Diane Blanchette

Members Absent: Sarena Crowley

Others: Rod Haenke, VOA-MN

2.0 Reading of the Mission Statement: Read by Mary VanDoren

**3.0 Review and Approve the Agenda: Motion to approve by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

4.0 Review and Approve Meeting Minutes from August 20, 2024. **Motion to approve by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

5.0 Declaration of Conflict of Interest: none

6.0 Community Comment: none

7.0 Financial Reports

7.1 Cash Flow Projection: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

7.2 Monthly Register: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

7.3 Revenue Report: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

7.4 Expenditure Report: **Motion to approve made by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

7.5 Bank Statement: **Motion to approve made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

7.6 Balance Sheet Report: **Motion to approve by Sara Knottski, seconded by Mary VanDoren. Motion carried unanimously.**

8.0 Enrollment Updates: K-5 45, Budgeted at 47

9.0 Policy Review/Approval: School Sponsored Student Publications and Activities (Student Journalism): **Motion to approve with changes made by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

10.0 Old Business

11.0 New Business

11.1 Accept Donations: **Motion to accept donations made by Mary VanDoren, seconded by Sara Knottski. Motion carried unanimously.**

11.2 Approve K-5 Parent and Family Handbook: **Motion to approve with changes by Skip Lamb, seconded by Sara Knottski. Motion carried unanimously.**

11.3 Approve Employee Handbook: **Motion to approve with changes by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**

11.4 Board and Director Training: MN Charter Board Training & Development: *Safeguard Personnel Data and Respond to Data Requests*: completed

12.0 Academics Review: Reviewed weekly school newsletters from classroom teachers on classroom academics

13.0 Reports and Information

14.1 Administrative Report: written report reviewed, verbal addition of staff placement and responsibilities

14.2 Teachers Report: Great start to a school year!

14.3 Board Member Report: Judy reviewed housing plans that is to be built behind BG

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:

15.0 School Board Reflection: *Present, On Time, Progress Made, Open & Honest, End on Time*

16.0 Set Date for the Next School Board Meeting: Annual Meeting on Tuesday, October 15, 2024 at 4:00 followed by the regular meeting.

17.0 Adjourn: **Motion to adjourn at 5:11pm made by Sara Knottski, seconded by Mary VanDoren.**

**Motion carried unanimously.**