

# **Birch Grove Community School**

## School Board Meeting Minutes

September 20, 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 5:36, Roll Call of Members, Quorum Declaration: Quorum reached with Motschenbacher and Lamb on site; Lawrence and Nelson on-line.  
Member present: Skip Lamb, Judy Motschenbacher, Kathy Lawrence (by video), Sarena Nelson (by video) and ex-officio Diane Blanchette  
Members absent: Sara Knottski  
Others present: Rod Haenke, Mary VanDoren
- 2.0 Reading of the Mission Statement: read. Moved to Old Business immediately – **Motion to Appoint School Board Member Mary VanDoren by Skip Lamb, seconded by Kathy Lawrence. Judy Motschenbacher aye, Skip Lamb, aye, Kathy Lawrence aye, Sarena Nelson aye. Motion passed unanimously.** Kathy Lawrence and Sarena Nelson signed off at 5:46.
- 3.0 Review and Approve the Agenda with changes 12.8 Approve debit cards at GMSB and 12.9 A Chance To Grow Contract- 3<sup>rd</sup> Party Billing: **Motion to approve by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**
- 4.0 Review and Approve Meeting Minutes from August 16, 2021: **Motion to approve by Skip Lamb, seconded by Judy Motschenbacher. Motion carried unanimously.**
- 5.0 Declaration of Conflict of Interest: Mary VanDoren declared conflict with debit cards at GMSB
- 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: Not available due to fiscal year end.
  - 8.2 Monthly Register: **Motion to accept by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 8.3 Revenue Report: **Motion to accept by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.4 Expenditure Report: **Motion to accept by Skip Lamb, seconded by Mary VanDoren. Motion carried unanimously.**
  - 8.5 Bank Statement: **Motion to accept by Skip Lamb, seconded Judy Motschenbacher. Motion carried unanimously.**
  - 8.6 Balance Sheet Report: **Motion to accept by Skip Lamb, seconded by Mary VanDoren. Motion carried 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:
- 11.0 Old Business
  - 11.1 Appoint School Board Member Mary VanDoren: motion passed earlier in the agenda
- 12.0 New Business
  - 12.1 School and Community Service Newsletters Reviewed
  - 12.2 Accept Donations: **Motion to accept by donation by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**
  - 12.3 School Phone System: **Motion by Mary VanDoren, seconded by Skip Lamb to approve contract unless Arrowhead has an equal/better quote/system, if so, approval given to go with Arrowhead.**
  - 12.4 Employee Handbook: **Motion by Skip Lamb, seconded by Mary VanDoren, to approve handbook with changes. Motion passed unanimously.**
  - 12.5 Student/Family Handbook: **Motion by Skip Lamb, seconded by Mary VanDoren, to approve the handbook with changes. Motion passed unanimously.**
  - 12.6 MAPS Fall Testing: scores reviewed

12.7 Board and Director Training: MN Charter Board Training & Development – *Prevent Conflicts of Interest*. Tabled

12.8 Approve Debit Cards at GMSB: **Motion by Skip Lamb, seconded by Judy Motschenbacher, to assign Diane Blanchette, School Director, and Allison Packard, school cook, as authorized debit card holders at Grand Marais State Bank. Lamb aye, Motschenbacher aye, Mary VanDoren abstained. Motion passed.**

12.9 Contract with A Chance To Grow-3<sup>rd</sup> party billing contract: **Motion by Skip Lamb, seconded by Mary VanDoren, to approve the contract. Motion passed unanimously.**

13.0 Reports and Information

13.1 Administrative Report: written report reviewed

13.2 Teachers Report: N/A

13.3 Board Member Report: Mary spoke about Ruby's Pantry

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:

15.0 Approve Purchase Orders: **Motion to approve purchase orders by Skip Lamb, seconded by Mary VanDoren. 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: Monday, October, 2021 after the Annual Meeting that starts at 5:30 at Birch Grove Community School.

18.0 Adjourn: **Motion to adjourn at 7:26pm by Mary VanDoren, seconded by Skip Lamb. Motion carried unanimously.**